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SAN FRANCISCO
PUBLIC LIBRARY COMMISSION

The San Francisco Public Library Commission has not always printed its minutes in final form. For the disposition of draft minutes, where final or “approved” minutes are missing, consult the minutes of subsequent meetings

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V LIE L. BROWN, JR.
M or

S EN A. COULTER
P dent

F N A. STREETS
V President

S RRY AGNOS
L NIE K. CHIN
C LES A. HIGUERAS, A.I.A.
E EST H. LLORENTE
C OL STEIMAN
C missioners

K NETH E. DOWLIN
C. Librarian

M GARET W. CULVER
C mission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, January 7, 1997**

TIME: **5:30 PM**

PLACE: **Latino/Hispanic Community Meeting Room,**
Main Library, Civic Center

AGENDA: **ACTION ITEM?**

1. **CALL TO ORDER**

2. **CLOSED SESSION** **YES**
(requires motion to assert attorney-client privilege)

Anticipate this will not take much time

Conference with David Norman, Sheryl Bregman and Sandra Schaefer, Deputies City Attorney (pursuant to section 54956.9 of the California Government Code):
Anticipated litigation with Library as defendant
with plaintiff unspecified to protect the settlement process
Existing litigation: Aderholt Specialities Contractors vs. HHN and CCSF
(Advisers invited to attend: Kenneth E. Dowlin, David Price & Mary Downey)

2 452 [illegible]
107 SFPL [illegible]

3. OPEN SESSION

Report if any action taken and motion and vote to disclose no information or to disclose part or all of the information discussed in the closed session **YES**

4. MINUTES

Presentation of, discussion of, and possible action to approve minutes of Commission meeting of:

November 26, 1996 - SPECIAL **YES**
December 3, 1996 - SPECIAL **YES**
December 3, 1996 - REGULAR **YES**

5. COMMUNICATIONS REPORT

Monthly update on special events, exhibits & other special programs:
Marcia Schneider, Assistant City Librarian/Communications

6. STRATEGIC PLAN FOR THE SAN FRANCISCO PUBLIC LIBRARY FISCAL YEAR 1996-97 BUDGET

Report by Kenneth E. Dowlin, City Librarian

7. ELECTION OF OFFICERS

A. Presentation of slate by Nominating Committee
President - Steven A. Coulter
Vice President - Fran A. Streets

B. Acceptance of further nominations from Commissioners or the floor

C. Election of officers **YES**

8. OPEN MEETING PROCEDURES

Discussion and possible action to have James Chaffee & Timothy Gillespie become informal advisers to the Commission on Brown Act and Sunshine Ordinance procedures **YES**

9. **FUTURE OF CIVIC CENTER REPORT**
Report by Jim Haas, Chairman of Civic Pride

A. Fulton Street Mall
B. Lighting of Buildings in Civic Center
C. Improvements to the Civic Center MUNI-BART Station

10. **RESOLUTION #2068**

Discussion and possible action to amend meeting room policy to allow a preconference during the ALA convention to charge a registration fee during open hours **YES**

11. **FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT**

No meeting held in December

12. **PLANNING AND POLICY COMMITTEE REPORT**

No meeting held in December

13. **LIBRARIANS' GUILD REPORT**

No report submitted

14. **NEW BUSINESS**

15. **PUBLIC COMMENT***

16. **ADJOURNMENT**

01/03/97
M. Culver

***THE LIBRARY COMMISSION RESPECTFULLY REQUESTS THAT EACH SPEAKER OR COMMENTER SUBMIT HIS/HER NAME AND A BRIEF SUMMARY OF HIS/HER POSITION OR CONCERN FOR THE PURPOSE OF HELPING US PREPARE ACCURATE AND THOROUGH MINUTES.**

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

06/25/96 - M. Culver

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, January 7, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, January 7, 1997, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 5:40 p.m.

The following members were noted present: President Coulter; Vice President Fran A. Streets; Commissioners Sherry Agnos, Lonnie Chin, Ernest H. Llorente, Charles A. Higueras, A.I.A., and Carol Steiman.

CLOSED SESSION (regarding anticipated litigation with Library as defendant with plaintiff unspecified and existing litigation: Aderholt Specialties Contractors vs. Hubert Hunt & Nichols and the City and County of San Francisco)

MOTION: Commissioner Higueras moved to go into closed session.

In response to the request of James Chaffee, library activist, and Timothy Gillespie, Public Access Project, that the closed session be removed from the agenda because of incorrect notice, Deputy City Attorney Sandra Schaefer assured the Commission President that proper notice of the meeting had been given.

Ackerman Jones, SFPL staff, requested that the closed session follow the Strategic Plan presentation.

President Coulter stated it was a positive move for the Messrs. Chaffee and Gillespie to send comments to the Commission ahead of the meeting.

ACTION: Unanimously approved

President Coulter called the closed session to order at 6:20 p.m.

OPEN SESSION

President Coulter called the open session to order at 6:50 p.m.

MOTION: Commissioner Higueras moved not to disclose information discussed in the closed session. Ms. Schaefer corrected the Government Code section number under which the closed session was allowed.

Commissioner Llorente arrived at 7:30 p.m.

MINUTES

November 26, 1996 special meeting minutes:

MOTION: Commissioner Higueras moved to accept the minutes.

ACTION: Unanimously approved

December 3, 1996 special meeting minutes:

Mr. Gillespie's testimony on page 2 was corrected to read: His contention had been that one of the primary reasons Kenneth E. Dowlin was chosen to be the City Librarian was because he was the only candidate who was willing to build a new Main Library while several other candidates had refused to do so.

December 3, 1996 regular meeting minutes:

President Coulter announced that these minutes would be revised and presented at the next meeting of the Commission.

COMMUNICATIONS REPORT

President Coulter stated that this report would be given at the next meeting. (Written report in Commission office)

STRATEGIC PLAN FOR THE SAN FRANCISCO PUBLIC LIBRARY - FISCAL YEAR 1996-97 BUDGET

Kenneth E. Dowlin, City Librarian, presented his strategic plan. He explained that implementation of Prop E and the opening of the new Main Library, at the time the city was adopting a new accounting system, led to inadequate and incomplete accounting information for management and the public.

He stated that service orientation of staff and managment gave priority to increasing hours by 46%, to opening the New Main, reopening five branches and to increasing the collections acquisition rate by 300%. Service has been a priority and the Library has been very successful in increasing service on all fronts.

In response to Commissioner Chin, David Gabler, SEIU Local 790 representative, opposed the plan, stating he lacked of confidence in the budget figures given by the administration to the Commission and suggested a full financial audit be done back to before Prop E was passed.

Annette Milliron, librarian, supported the plan and stated she was pleased at the options presented in the plan.

Tillie Olsen, library user, requested that materials such as Mr. Dowlin's presentation be mailed to those on the mailing list, questioned why pages had been cut from 117 to 80 and requested that the three-minute speaking rule at meetings be eliminated.

Dalasay Bocobo-Balunsat, retired librarian, suggested a city-wide donation program of books and materials to the Library be instituted.

Melissa Riley, librarian, opposed a cutback in staff, questioned grant-funded positions and stressed the need for an audit.

Peter Warfield, library patron, referred to the 1995-96 budget and stated that management had substantially

ELECTION OF OFFICERS

President Coulter handed the gavel to Commissioner Steiman, chair of the Nominating Committee. She presented the slate: President - Steven A. Coulter; Vice President - Fran A. Streets. There were no further nominations from the Commission or the floor and no public comment.

MOTION: Commissioner Chin moved to accept the slate as presented by the Nominating Committee.

ACTION: Unanimously approved

OPEN MEETING PROCEDURES (The three-minute speaking time limit was not enforced.)

Discussion was held regarding having James Chaffee and Timothy Gillespie become informal advisers to the Commission on Brown Act and Sunshine Ordinance procedures.

Mr. Chaffee

Mr. Gillespie

Mr. Warfield

James Chaffee

FUTURE OF CIVIC CENTER REPORT

President Coulter stated this would be on the agenda at the next meeting.

ADOPTION OF RESOLUTION #2068:

MOTION: Commissioner Llorente moved to make a one-time exception to the meeting room policy to allow a preconference during the ALA convention to charge a registration fee during open hours.

ACTION: Unanimously approved

FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT

No report given, as no meeting was held in December.

PLANNING AND POLICY COMMITTEE REPORT

No report given, as no meeting was held in December.

LIBRARIANS' GUILD REPORT - None

NEW BUSINESS - None

ADJOURNMENT - President Coulter adjourned the meeting at 11:10 p.m.

Margaret W. Culver, Secretary Library Commission

01/13/97
M. Culver

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, January 7, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, January 7, 1997, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 5:40 p.m.

The following members were noted present: President Coulter; Vice President Fran A. Streets; Commissioners Sherry Agnos, Lonnie Chin, Ernest H. Llorente (arrived at 7:30 p.m.), Charles A. Higueras, A.I.A., and Carol Steiman.

MINUTES

November 26, 1996 special meeting minutes:

MOTION: Commissioner Higueras moved to accept the minutes.

ACTION: Unanimously approved

December 3, 1996 special meeting minutes:

Mr. Gillespie's testimony on page 2 was corrected to read: His contention had been that one of the primary reasons Kenneth E. Dowlin was chosen to be the City Librarian was because he was the only candidate who was willing to build a new Main Library while several other candidates had refused to do so.

MOTION: Vice President Streets moved to accept the minutes as corrected.

ACTION: Unanimously approved

December 3, 1996 regular meeting minutes:

President Coulter announced that these minutes would be revised and presented at the next meeting of the Commission.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

Deputy City Attorney Sandra Schaefer referred to a fax from James Chaffee, library patron, and Timothy Gillespie, Public Access Project, requesting that the closed session be removed from the agenda. She stated that the City Attorney's office found nothing wrong with the notice of this meeting and advised the Commission to go ahead with the closed session. President Coulter thanked them for sending information in advance of meeting.

Mr. Chaffee stated that both the Brown Act and the Sunshine Ordinance provide "safe harbor" format for disclosure but if there is substantial compliance the form does not have to be followed. He stated that code section 54956.9(b)4 cited verbally by Ms. Schaefer does not provide for settlement process.

In response to Peter Warfield, library patron, President Coulter stated that if information is available at the time of mailing it will go out with the agenda. In the case of large mailings, material will be made available in the Commission office.

Tillie Olsen, library user, reminded the Commission that she had spoken twice previously about not receiving materials ahead of meetings.

CLOSED SESSION (regarding anticipated litigation with Library as defendant with plaintiff unspecified and existing litigation: Aderholt Specialties Contractors vs. Hubert Hunt & Nichols and the City and County of San Francisco)

MOTION: Commissioner Higueras moved to assert attorney-client privilege and go into closed session.

Mr. Warfield requested that closed sessions be scheduled at the end of the agenda.

Lurilla Harris, library patron, asked to have corrected the spelling of "Specialties".

ACTION: Unanimously approved

President Coulter called the closed session to order at 6:20 p.m.

OPEN SESSION

President Coulter called the open session to order at 6:50 p.m.

MOTION: Commissioner Higueras moved not to disclose information discussed in the closed session.

Ms. Schaefer amended the agenda to reflect Government Code section 54956.9(b) for the anticipated litigation and Government Code section 54956.9(a) for the existing litigation.

ACTION: Unanimously approved

COMMUNICATIONS REPORT

President Coulter tabled this report to the next meeting. (Written report in Commission office)

STRATEGIC PLAN FOR THE SAN FRANCISCO PUBLIC LIBRARY - FISCAL YEAR 1996-97 BUDGET

Kenneth E. Dowlin, City Librarian, presented his strategic plan outlining specific steps that he will take to reduce costs and/or increase revenues so that the reserve on the book budget is removed as quickly as possible. To implement this directive, the following plan was presented:

- Eliminate current unfunded grant positions;
- Eliminate unfunded part-time temporary positions;
- Reduce management positions;
- Reduce current temporary exempt and part-time staff by five hours per week; &
- Focus on core library services by continuing the accumulation of vacancies to develop reorganized staffing plans that will meet the Library's long range operating needs.

In answer to President Coulter, Mr. Dowlin explained that with regard to position control the City has no idea how many employees it has but the Library has ascertained how many it employs.

In response to Commissioner Agnos, Mr. Dowlin stated he intended spending the $800,00 remaining in the book budget on books.

Vice President Streets stated lack of confidence that there would be a continuation of purchasing books and concern that any funds rolled over would be used for some other purpose than book purchase.

Commissioner Agnos reminded Mr. Dowlin that in May 1995 when Commission approval was sought for a supplemental appropriation of unallocated resources, the Commission was not informed that it was from the book budget.

Vice President Streets requested that the City Librarian provide a reconciliation of the book budget for 1994-1995 and 1995-96 at the next Commission meeting.

Mary Downey, Finance Director, described the process of liquidating encumbrances: Some books were canceled and some paid by direct payment vouchers. In response to Vice President Streets who asked which budgets the $631,000 was accumulated from, Ms. Downey agreed to give an accounting to the Commission.

Commissioner Agnos expressed disbelief that the Foundation would fund raise $700,000 for the book budget.

In response to Vice President Streets who questioned why all 30 FTE positions funded through grants and special programs were retained after funding terminated (referred to in a letter to the Budget Analyst of December 6, 1996), Ms. Downey reported that the letter had been a overview for the Budget Analyst who wanted to know how the budget situation had occurred.

Commissioner Chin asked if personnel are laid off according to the criteria of classification and seniority.

Commissioner Higueras questioned how Local 790 could be engaged in partnership regarding the plan. David Price, Assistant City Librarian/Finance-Administration, stated that meet and confer sessions would be held. Commissioner Agnos stated that meeting with the union was a key part of the plan.

President Coulter requested a report on Library Express at the next meeting of the Commission.

President Coulter stated that his expectation of service goes beyond that required under Prop E. He considers exhibits and special program are crucial. He said there is a need to add jobs to the budget. He challenged the union to publicly share its creative ideas on solutions to the budget crisis in a written report to the Commission.

Commissioner Chin questioned why the Library is not going to solicit funds. She also asked if all libraries carry out a discard policy.

David Gabler, SEIU Local 790 representative, opposed the plan, stating he lacked confidence in the budget figures given by the administration to the Commission and suggested a full financial audit going back to implementation of Prop E. He reported no meeting between the union and management being held in the past month.

Annette Milliron, librarian, warned against reducing the book budget and expressed support for Mr. Dowlin.

Tillie Olsen, library user, requested that materials such as the strategic plan be mailed to those on the mailing list ahead of meetings to allow informed response. She asked why four cuts in management are proposed, although 31 new management positions were added this year and why pages earlier cut from 117 to 80 are to be cut even more.

Dalasay Bocobo-Balunsat, retired librarian, suggested an on-going city-wide donation program of books and materials to the Library be instituted.

Melissa Riley, librarian, opposed a cutback in staff and stressed the need for the audit.

Peter Warfield, library patron, questioned why management/support services had substantially increased since 1994-95 and suggested the Commission look seriously at contractual costs. He stated that the shelving backlog had not been accomplished by November 1, 1996 as promised by the City Librarian nor had authority control been loaded by the end of 1996.

In response to Commissioner Steiman, Mr. Dowlin stated that management includes Automation Services, the City Librarian's office, Communications/Community Relations, the Finance office, the Personnel office, Maintenance and Operations, Office of Children's Services and the Secretary to the Library Commission.

Karen Pierce, library patron, opposed layoffs, and stated that staffing in Automation had greatly increased shortly after passage of Prop E. She asked for an ethnic breakdown of the Administration team.

Cindy, library page, questioned whether books are a priority at the Library in light of the discarding of books. She opposed staff reduction.

Ed Regan, library patron, suggested breaking the book budget down into fiction and non-fiction books and non-fiction into single books and sets of encyclopedias.

Diane Filippi, Friends of the Library board member and chair for Prop E, reported that during Prop E presentations the public desired branches, hours and books and she hoped for cooperation of all concerned in finding a solution to the budget crisis.

Natalie Feinberg, part-time page, stated that if staff hours were cut books could not be processed.

Richard Hack, library patron, supported books being in browseable stacks and requested the addition of bookshelves.

Roberto Esteves, Assistant Chief of the Main, stated that Library Express is an arm of SFPL as a research library and reported that its revenues cover the cost of some staff positions. Should this program be cut, the reassignment of senior staff in the program would cause bumping other people in the system.

Annette McNair, librarian, opposed Library Express being subsidized with Prop E funds and stated it is not accessible to all patrons. She referred to an article in Metropolis of March 1996 regarding problems in all new libraries. She stated librarians' opinions have not been considered by management.

Deborah Doyle, Friends of the Library board member, supported retaining adult programs and the Telephone Information Program.

Ruth McGinnis, children's branch librarian, opposed the strategic plan on the basis that page benefits would be cut causing them to resign which would have a detrimental effect on service.

Joan Goldman, branch manager, supported retaining part-time staff which allows flexibility in fulfilling required hours.

Sheila Goldmacher, staff member in the materials selection office/Technical Services, opposed layoffs and stated staff should not be punished because of mistakes on the part of the administrative team. She stated that service to people costs money. She praised her supervisor for having explained the budget crisis to her staff.

Jason Gibbs, librarian, opposed cutting page hours because they will leave and more highly paid staff will be shelving books.

Laverne Fisher, library patron, reported inability to find books in the New Main and opposed cutting staff which shelves books. She stated allowing patrons to check out 20 items at a time may add to the shelving problem.

Alan D'Souza, library staff, opposed cutting the staff hours of pages who are attempting to solve the reshelving crisis.

Tom Carey, librarian, objected to remedying fiscal mismanagement by laying people off. He stated that employees had no input into the budget. He reiterated the lack of UV protection on the windows of the new Main Library.

In response to Claire LaVaute, library staff, Mr. Dowlin stated layoffs would be determined by seniority.

Mr. Gillespie stated that mismanagement should be the focus of the strategic plan.

Mr. Warfield asked what expenses other than salaries the Commission and administration had investigated where savings could be found.

Ms. Goldmacher pointed out that expenses for maintenance and telecommunications costs had not been scrutinized. She objected to cutting custodians and security officers and suggested eliminating the Assistant City Librarian for Communications.

Mr. Dowlin stated that reduction in hours notification would begin on January 25, 1997. Vice President Streets requested that administration present to the Commission a monthly report on union collaboration, status of the audit, reconciliation of the book budget, and reconciliation and report on reserves since the implementation of Prop E -- sources and use, including accrued interest.

In response to Commissioner Higueras, Mr. Dowlin stated that the administration would provide monthly payroll projection reports at the January 21, 1997 Finance, Operations and Building Committee along with the second quarterly report from the Controller. Commissioner Agnos asked for submittal of documentation at the next committee meeting that core services would be met. Commissioner Steiman cited core services to be: shelving books, online catalog, buying books, and meeting Prop E hours. Commissioner Chin suggested prioritizing tasks done by staff and using students to shelve books. She stressed that technology is needed in the Library. Commissioner Llorente stated the need for cost effectiveness of technology.

In response to Mr. Warfield, Mr. Dowlin stated that the Controller's accounting system details will be in next year's Library budget.

ELECTION OF OFFICERS

President Coulter handed the gavel to Commissioner Steiman, chair of the Nominating Committee. She reported on the committee meeting and presented the slate: President - Steven A. Coulter; Vice President - Fran A. Streets. There were no further nominations from the Commission or the floor and no public comment.

MOTION: Commissioner Chin moved to accept the slate of officers - Steven Coulter to be President and Fran Streets to be Vice President for 1997.

ACTION: Unanimously approved

OPEN MEETING PROCEDURES

Discussion was held regarding having James Chaffee and Timothy Gillespie become informal advisers to the Commission on open meeting, Brown Act and Sunshine Ordinance procedures.

Mr. Chaffee asked that the three-minute speaking rule be suspended. He described a Superior Court hearing at which he and Mr. Gillespie recently appeared as part of a lawsuit against the Library regarding Commissioner Steiman's attendance at a committee meeting which resulted in a quorum of the Commission being present without a full Commission meeting being noticed. The judge issued an order that the Library Commission came to an agreement with the petitioners but at the December 3, 1996 Commission meeting Mr. Chaffee found that the Commission did not agree with the petitioners. He asked that the Commission respect his contributions.

Mr. Gillespie read from President Coulter's letter to Messrs. Gillespie and Chaffee inviting them to act as advisers to the Commission, stated his objections to it and said that the Commission should be welcoming all public testimony. Mr. Warfield objected to the language used in the letter. He referred to debate decorum as cited in Robert's Rules of Order regarding how speakers at meetings are to be treated.

President Coulter stated that no insult was intended by his letter. He said it had been a good faith invitation in order to solve problems in advance of meetings. He reviewed Mr. Chaffee's past litigation against the Library and expressed his disappointment that Messrs. Chaffee and Gillespie had declined his invitation. Commissioner Steiman stated that people with special knowledge are invited share it with the Commission before problems arise. She stated she felt misunderstood by Messrs. Chaffee and Gillespie. Commissioner Llorente called for assistance from the public to the general benefit of all. Commissioner asked Messrs. Chaffee and Gillespie what their vision for the Library is and that she objected to wasting City funds on lawsuits.

Mr. Chaffee stated that the Commission has been had warned ahead about their lawsuits. He referred to a Commission meeting on August 10, 1977, when the Commission said it would not listen to his concerns about the Brown Act which caused his first lawsuit against the Library. He reported that none of his lawsuits have been noticed in closed session on Commission agendas.

FUTURE OF CIVIC CENTER REPORT

President Coulter stated this would be on the agenda at the next meeting.

ADOPTION OF RESOLUTION #2068:

In response to Mr. Warfield, Mr. Dowlin stated that the program would be co-sponsored by the California Library Association which would be involved in promotion and putting it together. The speakers would be donated and staff time would that of Mr. Dowlin and other involved staff. Commissioner Steiman supported this approach to use up less staff time spent in conducting tours.

Mr. Gillespie recommended approving an **exception** to the meeting room policy. Ms.

Schaefer concurred with this suggestion.

Marti Goddard, deaf/hearing impaired department manager, reported that a three-hour program would be held for people with disabilities on the first day of the convention and the meeting room policy would be followed.

MOTION: Commissioner Llorente moved to accept Resolution #2068 as a **policy exception** to the meeting room policy to allow a preconference during the ALA convention to charge a registration fee during open hours.

ACTION: Unanimously approved

FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT

No report given, as no meeting was held in December.

PLANNING AND POLICY COMMITTEE REPORT

No report given, as no meeting was held in December.

LIBRARIANS' GUILD REPORT - None

NEW BUSINESS

Ms. Olsen stated she has not been treated respectfully by the President during her public comments. She read Article III, Section 5, of the bylaws regarding the functions of the Library Commission. She suggested that the Commission have an open meeting with the working staff of the Library.

Tricia Leetz, member of the disability community, referred to her concern expressed in a letter to the President Coulter that staff employed in the vision impaired, blind and print impaired libraries be people with disabilities and to increase employment for people with disabilities in the entire Library. She stated her hope that the committee formed around these issues would address her concerns. She requested that an expert be hired to conduct training on newly acquired adaptive technology. Kathy Page, Chief of the Main, reported active recruitment is being done to hire people with disabilities.

Ms. Bocobo-Balunsat requested that Mr. Dowlin take up with the security director policy about homeless patrons.

Mr. Regan requested that libraries be kept open 365 days a year, 6:00 a.m. to midnight. He requested publication of a pamphlet on the New Main. He asked if a post office box could be used to apply for a card. Kathy Page stated that proof of residency was required.

In response to Mr. Warfield, Mr. Dowlin stated that release of funds is being awaited to move the card catalog and that a response would be available in two days.

In response to Stephanie Stokes, Friends of California Libraries member, Mr. Dowlin stated that the Library is: providing free public access to the Internet and other vital information resources; teaching people of all ages to use new technology; supporting community networks and serving as a central hub for local resources; making their collections accessible online in their communities and around the world; and advocating for free and open access to electronic information.

In response to Harry Mar, library patron, Ms. Goddard assured that training will be made available for people with disabilities on the online catalog.

ADJOURNMENT - President Coulter adjourned the meeting at 11:10 p.m.

Margaret W. Culver

Margaret W. Culver, Secretary, Library Commission
02/01/97
M. Culver

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

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San Francisco Public Library
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the regular meeting of Tuesday, January 7, 1997 (revised)

The San Francisco Public Library Commission held a regular monthly meeting on Tuesday, January 7. 1997, at the Main Library, Civic Center.

Call to order: 5:40 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; Carol Steiman; and Fran A. Streets, Vice President

APPROVAL OF MINUTES

Motion: Vice President Streets moved to approve the minutes of the special meeting of November 26, 1996.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Motion: Commissioner Higueras moved to approve the minutes of the special meeting of December 3, 1996, and to include the following amended language:

> Timothy Gillespie, Public Access Project, explained the contention by himself and others that one of the primary reasons that Kenneth Dowlin was appointed City Librarian was that other candidates had refused to build a new Main Library and instead spported expanding the old Main. He asserted that Mr. Dowlin was the only candidate willing to construct a new building and move the library which was why he was chosen.

Member of the public who spoke: Mr. Gillespie supported the matter.

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Action: Approved as amended by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

CLOSED SESSION

Motion: Commissioner Higueras moved that the Public Library Commission assert attorney-client privilege to hold a closed session with David Norman, Sheryl Bregman, and Sandra Schaefer, Deputies City Attorney, pursuant to section 54956.9 of the California Government Code, to consider anticipated litigation with the Public Library as defendant with plaintiff unspecified to protect the settlement process; exiting litigation: Adherholt Specialties Contractors vs. HHN and CCSF.

Members of the public who spoke: Ackerman Jones, library employee, spoke regarding the matter; Timothy Gillespie spoke regarding the matter; James Chaffee spoke regarding the matter; Peter Warfield, library patron, spoke regarding the matter; Tillie Olsen spoke regarding the matter; Lurilla Harris spoke regarding the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Time the Commission began closed session: 6:20 PM

Time the Commission ended closed session: 6:50 PM

OPEN SESSION

Motion: Commissioner Higueras reported that no action was taken and moved that no information be disclosed regarding the discussion. Ms. Schaefer offered as an amendment to the agenda a further clarification of section numbers of the Government Code for anticipated and existing litigation.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ELECTION OF OFFICERS

Motion: Commissioner Chin moved to accept the recommendation of the Nominating Committee and to elect Commissioner Coulter as president and Commissioner Streets as vice president for 1997.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

APPROVAL OF RESOLUTION #2068

Motion: Commissioner Steiman moved to approve Resolution #2068 which was amended to include the following language:

> RESOLVED, That the meeting room policy be amended to provide for charging for the event during the conference in 1997 as a one-time exception unless further public discussion takes place.

Action: Approved as amended by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Members of the public who spoke: Mr. Warfield spoke regarding the matter; Mr. Gillespie supported the matter.

ADJOURNMENT

The regular meeting of Tuesday, January 7, 1997, of the San Francisco Public Library Commission adjourned at 11:10 PM.

C. Windsor
April 28, 1997

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of handouts are available in the Commission office, San Francisco Public Library, 100 Larkin Street, Sixth Floor, Civic Center, San Francisco CA 94102-4705.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Approved minutes of the regular meeting of Tuesday, January 7, 1997

The San Francisco Public Library Commission held a regular monthly meeting on Tuesday, January 7, 1997, at the Main Library, Civic Center.

Call to order: 5:40 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; Carol Steiman; and Fran A. Streets, Vice President

APPROVAL OF MINUTES

Motion: Vice President Streets moved to approve the minutes of the special meeting of November 26, 1996.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Motion: Commissioner Higueras moved to approve the minutes of the special meeting of December 3, 1996, and to include the following amended language:

> Timothy Gillespie, Public Access Project, explained the contention by himself and others that one of the primary reasons that Kenneth Dowlin was appointed City Librarian was that other candidates had refused to build a new Main Library and instead supported expanding the old Main. He asserted that Mr. Dowlin was the only candidate willing to construct a new building and move the library which was why he was chosen.

Member of the public who spoke: Mr. Gillespie supported the matter.

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Action: Approved as amended by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

CLOSED SESSION

Motion: Commissioner Higueras moved that the Public Library Commission assert attorney-client privilege to hold a closed session with David Norman, Sheryl Bregman, and Sandra Schaefer, Deputies City Attorney, pursuant to section 54956.9 of the California Government Code, to consider anticipated litigation with the Public Library as defendant with plaintiff unspecified to protect the settlement process; exiting litigation: Adherholt Specialties Contractors vs. HHN and CCSF.

Members of the public who spoke: Ackerman Jones, library employee, spoke regarding the matter; Timothy Gillespie spoke regarding the matter; James Chaffee spoke regarding the matter; Peter Warfield, library patron, spoke regarding the matter; Tillie Olsen spoke regarding the matter; Lurilla Harris spoke regarding the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Time the Commission began closed session: 6:20 PM

Time the Commission ended closed session: 6:50 PM

OPEN SESSION

Motion: Commissioner Higueras reported that no action was taken and moved that no information be disclosed regarding the discussion. Ms. Schaefer offered as an amendment to the agenda a further clarification of section numbers of the Government Code for anticipated and existing litigation.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ELECTION OF OFFICERS

Motion: Commissioner Chin moved to accept the recommendation of the Nominating Committee and to elect Commissioner Coulter as president and Commissioner Streets as vice president for 1997.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

APPROVAL OF RESOLUTION #2068

Motion: Commissioner Steiman moved to approve Resolution #2068 which was amended to include the following language:

> RESOLVED, That the meeting room policy be amended to provide for charging for the event during the conference in 1997 as a one-time exception unless further public discussion takes place.

Action: Approved as amended by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Members of the public who spoke: Mr. Warfield spoke regarding the matter; Mr. Gillespie supported the matter.

ADJOURNMENT

The regular meeting of Tuesday, January 7, 1997, of the San Francisco Public Library Commission adjourned at 11:10 PM.

These minutes of the regular meeting of Tuesday, January 7, 1997, of the San Francisco Public Library were approved at the regular meeting of May 6, 1997.

Cooley Windsor

Cooley Windsor
Secretary II

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

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SECRETARY'S SUPPLEMENTARY REPORT*

regarding the regular Library Commission meeting of Tuesday, January 7, 1997

1. **Call to order:** See minutes of the regular meeting of Tuesday, January 7, 1997.

2. **Closed session:** In response to a letter from James Chaffee and Timothy Gillespie suggesting inadequate notice of the closed session, Sandra Schaefer, Deputy City Attorney, read a prepared statement which explained the necessity of the closed session and offered assurance that the notice provided in the agenda was correct.

   During discussion resulting from public comment, Commissioner Agnos, President Coulter, and Commissioner Steiman agreed that background information and available handouts should be mailed to the public with agendas prior to meetings. Ms. Schaefer assured the Commission that the library was already in compliance with legal requirements by having the information available for public inspection at the Commission office. She advised that if the Commission opts to mail background information with agendas, the policy be restricted to a *reasonable* standard since, at times, very large amounts of materials may be sent to commissioners. President Coulter agreed and suggested that if unwieldy items are distributed to the Commission, the public be advised where they can obtain the information.

3. **Open session:** See minutes of the regular meeting of Tuesday, January 7, 1997.

4. **Minutes:** For action on the minutes of the special Commission meetings of November 26, 1996, and December 3, 1996, see minutes of the regular meeting of Tuesday, January 7, 1997.

   President Coulter postponed action on the minutes of the regular meeting of December 3, 1996.

***Not part of official Commission minutes**

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5. **Communications report:** Postponed

6. **Strategic Plan for fiscal year 1996/97 budget:** Kenneth Dowlin, City Librarian, provided copies of "The Strategic Plan for the San Francisco Public Library FY 1996-97 Budget," dated January 3, 1997. President Coulter emphasized that no action would be taken on the Strategic Plan during the meeting, and Mr. Dowlin summarized earlier attempts to resolve the budget shortfall through salary savings which he now concluded would be insufficient.

   Members of the Commission requested assurance from staff that Library Preservation Funds that carry over from one fiscal year to the next would be spent as intended and directed staff to provide the following:

   - ✓ a reconciliation of the book budget from past years
   - ✓ a written report on Library Express
   - ✓ a staffing plan to demonstrate service coverage with the proposed staff reductions
   - ✓ a report on the use of Preservation Funds, including sources, uses, and accrued interest
   - ✓ a report on the cost of library technology and communications
   - ✓ monthly reports on the progress of negotiations with labor unions representing library employees

   Commissioners were divided whether any portion of the materials-acquisition budget should be expended to cover salaries. The principal concern of both the Commission and public centered on whether the library could maintain core services with the reduced staffing levels proposed in the Strategic Plan.

   Public comment regarding the Strategic Plan included remarks from David Gabler, business manager for SEIU Local 790; Annette Miller, librarian; Tillie Olsen, library user: Dalisay Bocobo-Balunsat, retired librarian; Melissa Riley, branch librarian; Peter Warfield; Karen G. Pierce, library patron; Cindy, page at the Main; Ed Regan, retired person; Dianne Filippi, board member for Friends of the Public Library; Natalie Feinberg, library page; Richard Hock, member of the public; Roberto Esteves, Assistant Chief of Main and manager of Library Express; Annette MacNair, librarian; Deborah Doyle, library volunteer; Ruth Maginnis, children's librarian; Joan Goldman, manager of Excelsior Branch Library; Sheila Goldmacher, librarian; Jason Gibbs, librarian; Laverne Fisher, library patron; Alan D'Souza, library employee; Tom Carey, librarian; Claire LaVaute, library employee; Timothy Gillespie.

7. **Election of officers:** See minutes of the regular meeting of January 7, 1997.

8. **Open meeting procedures:** President Coulter recounted the Library Commission's

December vote to invite James Chaffee and Timothy Gillespie to serve as advisors on Brown Act and Sunshine Ordinance procedures.

In declining the invitation, Mr. Chaffee explained that he was not interested in seeking status separate from any other member of the public, and he described the basis of his original civil suit filed against the library in 1977.

Mr. Gillespie declined the Commission's invitation, and read portions of a letter he had received from the chair.

The Commission heard testimony from Mr. Warfield.

9. **Report on the future of Civic Center:** Postponed

10. **Resolution #2068:** See minutes of the regular meeting of Tuesday, January 7, 1997.

11. **Finance, Operations, and Building Committee report:** None

12. **Planning and Policy Committee report:** None

13. **Librarians' Guild report:** None

14. **New business:** None

15. **Public comment:** The Commission heard testimony from Tricia Leetz, a member of the disabled community; Ms. Bocobo-Balunsat; Mr. Regan; Mr. Warfield; Stephanie Stokes, Friends of California Libraries; and Harry Mar, a citizen.

16. **Adjournment:** See minutes of the regular meeting of Tuesday, January 7, 1997.

C. Windsor
April 28, 1997

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NOTICE OF SPECIAL MEETING

President Steven A. Coulter called the following special meeting of the San Francisco Public Library Commission:

DATE: **Tuesday, January 21, 1997**

TIME: **4:00 PM** **(NOTE MEETING TIME)**

PLACE: **Latino/Hispanic Community Meeting Room,**
Main Library, Civic Center

AGENDA: **ACTION ITEM?**

1. **CALL TO ORDER** by Steven A. Coulter, Commission President (Gavel will be turned over to Vice President Fran A. Streets)

2. **STRATEGIC PLAN**

   A. Continuing discussion with respect to the Strategic Plan offered at the January 7 meeting

      (1) Comments by Kenneth E. Dowlin, City Librarian

   B. SEIU Local 790 Proposal Addressing SFPL's Budget Shortfall: David Gabler, Field Representative

   C. Public comment

   D. Possible action with respect to the Strategic Plan offered at the January 7 meeting — **YES**

3. **ADJOURNMENT** (Gavel will be returned to President Coulter)

01/17/97
M. Culver

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TELEPHONE 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

06/25/96 - M. Culver

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Tuesday, January 21, 1997

The San Francisco Public Library Commission held a special meeting on Tuesday, January 21, 1997, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 4:05 p.m.

The following members were noted present: President Coulter; Vice President Fran A. Streets; Commissioners Sherry Agnos, Charles A. Higueras, A.I.A., Ernest H. Llorente and Carol Steiman. Commissioner Lonnie K.Chin arrived at 4:20 p.m.

President Coulter explained that the special Commission meeting had been called to subsume the Finance, Operations and Building Committee meeting originally scheduled for this date and handed the gavel to Vice President Streets, chair of the Finance, Operations and Building Committee, who chaired the meeting. Vice President Streets thanked the cluster and department managers for volunteering hours to reduce the budget deficit and employees for the budget reduction ideas they gave to the Commission.

STRATEGIC PLAN

Kenneth E. Dowlin, City Librarian, announced his resignation City Librarian and presented his remarks entitled "The Farewell of the Librarian & Charge to the Vision Keepers". (Copy available in Commission office) He appointed Kathryn Page, Chief of the Main, as acting City Librarian.

Former Mayor Art Agnos gave a salute to Mr. Dowlin and called him the first department head with vision of the New Main and the electronic library.

Each Commissioner made farewell remarks to Mr. Dowlin.

Vice President Streets called a break at 5:00 p.m. She called the meeting back to order at 5:25 p.m.

DRAFT

Public comment:

David Gabler, SEIU Local 790
Linda Jofuku, Local 21,
Questions by Commissioners
Paul Signorelli, SFPL volunteer coordinator,
Bill Hale, library activist,
Maria Andrews, SFPLstaff,
Peter Warfield, library patron,
Dalisay Bocobo-Balunsat, retired librarian,
Tillie Olsen, library user,
Zoia Horn, retired librarian,
Anthony Santos, SFPL staff,
Marti Kashuba, library patron,
Marc Salomon, library activist,
Jack Coll, retired librarian,
Jeff, SFPL staff,
Stephanie Stokes, Friends of California Libraries,
Laura Lent, SFPL exhibits and programming manager,
Nancy Silverrod, SFPL staff,
Timothy Gillespie, Public Access Project,
Peter Warfield, library patron,

Vice President Streets suggested taking no action on the plan. She handed the gavel back to President Coulter who adjourned the meeting at 7:10 p.m.

Margaret W. Culver
Secretary, Library Commission

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

01/30/97
M. Culver

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
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The meeting was called to order by President Steven A. Coulter at 4:05 p.m.

The following members were noted present: President Coulter; Vice President Fran A. Streets; Commissioners Sherry Agnos, Charles A. Higueras, A.I.A., Ernest H. Llorente and Carol Steiman. Commissioner Lonnie K. Chin arrived at 4:20 p.m.

President Coulter explained that the special Commission meeting had been called to subsume the Finance, Operations and Building Committee meeting originally scheduled for this date as all Commissioners wished to be present for the strategic plan presentation. He handed the gavel to Vice President Streets, chair of the Finance, Operations and Building Committee, to chair the meeting. Vice President Streets thanked the cluster and department managers for volunteering hours to reduce the budget deficit and staff for budget reduction suggestions given to the Commission.

STRATEGIC PLAN

Kenneth E. Dowlin, City Librarian, thanked all supporters of the Library and announced his resignation as City Librarian. He presented his vision for libraries and librarianship for the 21st century in a document entitled "The Farewell of the Librarian & Charge to the Vision Keepers." (Copy available in Commission office) .

He predicted that community expectations will be the basis for the library of the future and that the community will expect the library to continue its historic compact while continuing to provide leadership in technology. He stated his belief that libraries must be advocates for literacy in a diverse community. He stated that changed demographics and children will be the change agents of the future.

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The 21st century will be the communications age. The library will need to focus on communications, preservation and people spaces. He sees a return to public-private partnership. Librarians may expect their primary job to be management and organization of collections, resources, human resources, networks and technology.

He suggested to the Commissioners that it would be their decision as to what the focus of the library will be. He sees the Commission dealing with communications and collaboration. He offered the challenge of creating a new shared vision with the Friends of the Library, the Library Foundation of San Francisco, elected officials, the community and library employees.

He listed the accomplishments of his tenure and said he is turning his attention to lead the creation of the vision for librarianship for the 21st century and will campaign to become president of the American Library Association.

He asked Kathryn Page, Chief of the Main, to step in, in the interim.

Former Mayor Art Agnos gave a salute recalling when Mr. Dowlin came to him with his vision of the New Main and the electronic library which led to the 1988 bond issue. He recounted how Mr. Dowlin encouraged children after the 1989 earthquake to record their feelings and experiences about that period of City history. He recalled how Mr. Dowlin had nurtured diversity. He stated that Mr. Dowlin had kept his promise to San Francisco and had become a part of its history for having built the new Main Library.

Vice President Streets called the public-private partnership forged in the community by Mr. Dowlin the highlight of his tenure with the library and thanked him for including the community in the process.

Commissioner Agnos told Mr. Dowlin that he served the City with dignity and brought the library from the Dark Ages to the most innovative state-of-the-art institution and a world-class library which is the envy of the world.

Commissioner Llorente spoke of Mr. Dowlin's passion for developing a building which could house learning and inspire people and thanked Mr. Dowlin for including minority communities in developing the building. He agreed with him that education is the key and libraries can be the solution.

Commissioner Steiman thanked Mr. Dowlin for a library that is more useful for the average person through the use of automation and prasied him for his work on Proposition E.

Commissioner Chin expressed appreciation for Mr. Dowlin's contribution to San Francisco and education and assured him that his vision would remain alive.

Commissioner Higueras expressed gratitude to Mr. Dowlin for framing what the library system should be in the 21st century and stated that the evolution of the library has been for the better.

President Coulter recalled completing Mr. Dowlin's strategic plan with him. He listed dramatic changes in the library during Mr. Dowlin's tenure, including the new Main Library, the unprecedented public-private partnership, three ballot propositions, branch library upgrades, technology, Friends of the Library and the volunteer program. He called the affinity group campaign one of Mr. Dowlin's greatest legacies and termed him one of the great thinkers on librarianship in the whole of information services.

Vice President Streets called a recess at 5:00 p.m. She called the meeting back to order at 5:25 p.m.

SEIU Local 790 Proposal Addressing SFPL's Budget Shortfall

David Gabler, SEIU Local 790 field representative, presented the above-entitled document (copy available in Commission office) to respond to the Commission. He requested input into the audit and suggested the union proposal be deferred to a future Commission meeting.

Vice President Streets stated Mr. Dowlin's departure did not eliminate the budget deficit. She stressed the need for a collaborative effort to reach solution for both this budget and the 1997-98 budget and suggested the union supply numbers in their proposal. President Coulter suggested continuing this as an on-going dialogue and thanked the union for presenting its ideas. Commissioner Agnos suggested allowing testimony at this meeting.

Linda Jofuku, IFPTE Local 21 representative, reported she represents data processing professionals and accountants who would be impacted negatively by the union proposal. Mr. Gabler reported that Mr. Dowlin did not appear at the meeting at which the union had agreed to present this proposal. He opposed laying off employees which would adversely affect core services and objected to using volunteers in place of paid staff. He challenged the Commission to ask tougher questions of management, especially with regard to contracts. He suggested technology be scrutinized.

Commissioner Steiman reminded that Friends of the Library funded a volunteer coordinator with the proviso that the Library pick up that expenditure.

Vice President Streets clarified that the expense for T-1 lines is $500 for the main with a grant funding lines at branches. After the grants expire, the expense will be $300 per month.

President Coulter stressed the importance of the AIDS Community Database program and the Exhibits program.

Paul Signorelli, director of volunteer services, reported that at the request of staff volunteers contribute a minimum of 225 hours per week shelving books which he estimated at $117,000 in supplementary assistance per year. Volunteers grew from 115 to 270 last year. Volunteers augment instead of replacing staff.

Richard Hack, magazine editor, suggested in a written statement that the computer is an extension of the book but not a replacement for it. He suggested promoting a librarian to City Librarian.

Bill Hale, library activist, stated that the public needs to understand that the library is under funded to encompass the move to technology. He asked that meetings be scheduled later than this one was to allow librarians to attend.

Maria Andrews, Community Databases manager, stated that the public is welcome to all the information they need as it is a free service to all. City agencies use the library databases. She invited the union to learn about the program and stated that one staff member could not handle all 3000 records of the program.

Peter Warfield, library patron, asked why the only cost-saving Mr. Dowlin addressed was cutting staff and why of the $9.5 million budgeted for non-personnel expenses nothing was cut. He reiterated that management for support services had nearly tripled from 1994-95 to 1995-96. He urged the Commission to use its power to research and make public answers to questions asked at meetings.

Dalisay Bocobo-Balunsat, retired librarian, reiterated her request for a donation program for the library from the general public, suggested a recognition award be given to Mr. Dowlin, and suggested books and computers are partners.

In response to Tillie Olsen, library user, who suggested an assessment of the budget be made with regard to priorities and methods for cutting the budget, Vice President Streets suggested she submit her comments in writing.

Zoia Horn, retired librarian, asserted that fees being charged by Library Express undermine the intellectual freedom policy of the ALA and are discriminatory. She suggested doing away with the program and returning staff to previous duties.

Anthony Santos, SFPL staff, suggested utilizing the outline of grants created by past Finance Director Seema Grover in order to plan ahead.

Marti Kashuba, library patron, opposed staff cuts which could cause shelvers to become part of the underclass. She inquired whether David Price would continue as assistant to the City Librarian. She requested that the software systems be examined.

Marc Salomon, library user, stated it is responsibility of Commission to oversee the City Librarian and require that correct numbers be supplied to the Commission.

Jack Coll, retired librarian, opposed cutting the book budget. He suggested that more staff training, setting of job performance standards and an evaluation system be established by the new City Librarian.

Jeff, Community Databases staff, described the Community Databases department as an on-going process which updates records every day and is used by other City agencies and the community.

Stephanie Stokes, Friends of California Libraries, read from a report on the use of volunteers in other library systems and reported that they do shelve books.

Laura Lent, SFPL exhibits and programming manager, explained her job responsibilities in exhibitions, adult programming and administering community meeting room bookings.

Nancy Silverrod, librarian, objected to the use of volunteers as reference librarians.

Timothy Gillespie, Public Access Project, made observations on the conduct of the meeting and how it reflected on the Commission.

Peter Warfield, library patron, asked the effective date of the City Librarian's resignation. President Coulter responded that Mr. Dowlin would submit a written resignation letter to the Mayor and the Commission would interview candidates and make a recommendation to the Mayor of three candidates from whom he would make a selection.

Sandra Schaefer, Deputy City Attorney, stated that the new charter does not deal explicitly with interim positions. The Mayor does have direct supervisorial duties with respect to all departments.

Ms. Bocobo-Balunsat suggested one candidate be from SFPL.

In response to Deetje Boler, library patron, President Coulter stated that the Commission had no authority over the continued employment of David Price. She suggested that increased use of books would be available for the public use when all books are on the online catalogue.

Vice President Streets suggested taking no action on the strategic plan. She handed the gavel back to President Coulter.

MOTION: Commissioner Steiman moved to adjourn the meeting.

ACTION: Unanimously approved

Meeting adjourned at 7:10 p.m.

Margaret W. Culver

Margaret W. Culver
Secretary, Library Commission

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

02/02/97
M. Culver

SAN FRANCISCO PUBLIC LIBRARY
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the special meeting of Tuesday, January 21, 1997 (revised)

The San Francisco Public Library Commission held a special meeting on Tuesday, January 21, 1997, in the Main Library, Civic Center.

Call to order: 4:05 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; Carol Steiman; and Fran A. Streets, Vice President

Although an action item was slated in the agenda, due to the resignation of City Librarian Kenneth Dowlin, the action item was not taken up and the meeting was adjourned.

ADJOURNMENT

Motion: Commissioner Steiman moved to adjourn.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

The special meeting of Tuesday, January 21, 1997, of the San Francisco Public Library Commission adjourned at 7:10 PM.

C. Windsor
May 1, 1997

Please note: These are draft minutes subject to the approval of the Public Library Commission. Copies of Commission handouts are available at the office of the secretary to the Library Commission, 100 Larkin Street, 6th Floor, Civic Center, San Francisco, CA 94102-4705.

San Francisco Public Library
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Approved minutes of the special meeting of Tuesday, January 21, 1997

The San Francisco Public Library Commission held a special meeting on Tuesday, January 21, 1997, in the Main Library, Civic Center.

Call to order: 4:05 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; Carol Steiman; and Fran A. Streets, Vice President

Although an action item was slated in the agenda, due to the resignation of City Librarian Kenneth Dowlin, the action item was not taken up and the meeting was adjourned.

ADJOURNMENT

Motion: Commissioner Steiman moved to adjourn.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

The special meeting of Tuesday, January 21, 1997, of the San Francisco Public Library Commission adjourned at 7:10 PM.

These minutes of the special meeting of January 21, 1997, of the San Francisco Public Library Commission were approved at the regular meeting of May 6, 1997.

Cooley Windsor

Cooley Windsor
Secretary II

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

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SECRETARY'S SUPPLEMENTARY REPORT*
regarding the special Library Commission meeting of Tuesday, January 21, 1997

1. **Call to order:** Commission President Steven Coulter explained that this meeting in normal course would have been scheduled as the standing meeting of the Finance Committee, but because of the wish of additional commissioners to attend was changed to a special meeting of the entire Commission. He indicated that the meeting would nevertheless be conducted as if it were a meeting of the Finance Committee, and that Vice President Streets, chair of that committee, would preside.

2.A. **Continuing discussion with respect to the Strategic Plan offered at the January 7 meeting:** Kenneth Dowlin, City Librarian, announced his resignation and offered remarks entitled "Farewell of the Librarian and Charge to the Vision Keepers" which detailed his views for the development of libraries and librarianship into the 21st century.

Mr. Dowlin appointed Kathryn Page, Chief of the Main Library, to serve as Acting City Librarian.

Vice President Streets welcomed former San Francisco Mayor Art Agnos who recalled Mr. Dowlin's contributions to the passage of the 1988 Library Improvement Bond, and to the design and construction of the new Main Library.

Members of the Commission expressed appreciation to Mr. Dowlin for his guidance in ensuring inclusiveness and community participation in the development of the San Francisco Public Library, for his commitment to expanding access to information through the use of new technology, for his

*Not part of official Commission minutes

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San Francisco, California 94102
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support in developing the library's five-year plan and public/private partnerships, and for his leadership in devising a plan that will result in improvement to each of the branch libraries over the next 10 years.

Vice President Streets recessed the meeting at 5:00 PM and called the meeting back to order at 5:25 PM.

2.B. **SEIU Local 790 proposal to address budget shortfall:** David Gabler, Local 790 business agent, summarized the union's position regarding the library's budget difficulties. Mr. Gabler requested that consideration of Local 790's budget proposals be postponed due to the library's change in leadership.

2.C. **Public comment:** The Library Commission heard testimony from Linda Jofuku, representative of Local 21; Paul Signorelli, coordinator of Volunteer Services at the library; Richard Hack, literary journal editor; Bill Hale; Maria Andrews, manager of Community Databases; Peter Warfield; Dalisay Bocobo-Balunsat; Tillie Olsen, library user; Zoia Horn, retired librarian; Anthony Santos, Materials Selection staff; Marti Kashuba, Bernal Heights patron; Marc Salomon, library user; Jack Coll, retired librarian; Jeff Thomas, Community Database Services; Stephanie Stokes, Friends of California Libraries; Laura Lent, managing librarian for exhibitions and programming at the library; Nancy Silverrod, librarian; Timothy Gillespie, Public Access Project; and Deetje Boler.

2.D. **Possible action with regard to the Strategic Plan offered at the January 7 meeting:** Vice President Streets proposed that no action be taken on the plan.

3. **Adjournment:** See minutes of the special meeting of Tuesday, January 21, 1997

C. Windsor
May 1, 1997

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, February 4, 1997**

TIME: **5:30 PM**

PLACE: **Latino/Hispanic Community Meeting Room,**
Main Library, Civic Center

AGENDA:	**ACTION ITEM?**
1. CALL TO ORDER	
2. MINUTES	
Presentation of, discussion of, and possible action to approve minutes of Commission meeting of:	
December 3, 1996 - REGULAR (Revised)	**YES**
January 7, 1997 - REGULAR	**YES**
January 21, 1997 - SPECIAL	**YES**
3. COMMUNICATIONS REPORT Report by Marcia Schneider, Acting Chief of Branch Libraries/ Community Relations	
Monthly update on special events, exhibits & other special programs	
4. PROCEDURES AND SCOPE OF AUDIT Presentation by Stephen Agostini of the Mayor's Budget Office	

5.	**ACTING CITY LIBRARIAN REPORT** Report by Kathryn Page	**ACTION ITEM?**
	Update on activities at the Library	
6.	**PROCESS RE DIRECTOR OF SYSTEM**	
	Discuss the search process for new City Librarian	
7.	**PRIORITY WORK PLAN FOR 1997** Report by President Steven A. Coulter	
	Discussion and possible adoption of a priority work plan for 1997	**YES**
8.	**CHANGE OF MEETING SCHEDULE**	
	Discussion and possible change of regular meeting date for June 3, 1997 (Special Election) and November 4, 1997 (General Election)	**YES**
9.	**FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT**	
	No meeting held in January	
10.	**PLANNING AND POLICY COMMITTEE REPORT**	
	No meeting held in January	
11.	**LIBRARIANS' GUILD REPORT**	
	1. Report on vote of no confidence 2. Update on staff concerns 3. Selection of a new City Librarian	
12.	**NEW BUSINESS**	
13.	**PUBLIC COMMENT***	

		ACTION ITEM?
14.	**ADJOURNMENT**	
A.	Motion	**YES**
B.	Public comment	
C.	Vote	
D.	Adjourn	

01/31/97 - M. Culver

***THE LIBRARY COMMISSION RESPECTFULLY REQUESTS THAT EACH SPEAKER OR COMMENTER SUBMIT HIS/HER NAME AND A BRIEF SUMMARY OF HIS/HER POSITION OR CONCERN FOR THE PURPOSE OF HELPING US PREPARE ACCURATE AND THOROUGH MINUTES.**

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

06/25/96 - M. Culver

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, February 4, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, February 4, 1997, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 5:40 p.m.

The following members were noted present: President Coulter; Vice President Fran A. Streets; Commissioners Sherry Agnos, Lonnie Chin, Ernest H. Llorente, Charles A. Higueras, A.I.A., and Carol Steiman.

MINUTES

President Coulter announced the minutes for the regular meeting of December 3, 1996, the regular meeting of January 7, 1997, and the special meeting of January 21, 1997 would be rewritten.

Public comment:

James Chaffee, library activist, stated the court case referred to in the January 7 minutes (during the unofficial advisers item) happened in the August 1996 closed session which had an unannounced quorum.

Peter Warfield, library patron, stated that corrections to the December 3 regular meeting minutes from five people had not been reported in the January 7 minutes.

Timothy Gillespie, Public Access Project, questioned scrutiny of minutes when other meeting elements are overlooked.

COMMUNICATIONS REPORT

Marcia Schneider, Acting Chief of Branches/Community Relations, reported on current exhibits and programs. (Outline available in Commission office)

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Public comment:

Mr. Chaffee

Mr. Warfield referred to two S.F. Chronicle articles regarding online catalog problems.

Ellen Egbert, library patron,

Miriam Blaustein, library patron, suggested renaming Merced branch in honor of Landis Whistler.

PROCEDURES AND SCOPE OF AUDIT

Stephen Agostini from the Mayor's Budget Office reported on the procedures and scope of the audit. He expressed gratitude to Commissioners Agnos and Steiman for making themselves available to confer on the audit. Mr. Agostini introduced Betsy Reveal who will be in charge of the audit. She reported expecting to complete it by beginning of April 1997. He stated that an audit work scope plan will be sent to those on the Commission mailing list as soon as the document is available.

Public comment:

Tillie Olsen, library user, questioned what has been included in the Technical Services budget.

Bill Hale, library activist, suggested the audit work scope plan be posted at the branches and be on Library News online.

Jim Kirwan, library activist, thanked the Commission for its interest in monetary matters.

Mr. Chaffee noted that the Finance Committee last met on October 15, 1996.

Jim Haas, Keep Libraries Alive, supported the audit.

Mr. Warfield questioned if the audit will review the increase in management positions, function of the contracts and monitoring of grants; tape collection withdrawn for quite some time.

Richard Peterson, library patron, suggested putting the audit work scope online.

ACTING CITY LIBRARIAN REPORT

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Kathryn Page, Acting City Librarian, reported for January that 461,275 items had circulated with 5,600 visitors per day. Shelving and furniture are being cleared out of the Old Main and sent to branches. Cataloging in History Center of 2000 titles with the "no holding" online category dropping 8,000 since August. She stated the online catalogue will have authority control by March. She described the collections moves being made at the Main Library. She reported that Marti Goddard, manager of Deaf/Hearing Impaired Services, was coordinating checkout procedures. Library Express will be incorporated into the audit.

Roberto Esteves, Acting Chief of the Main, reported on moving of Main Library materials. Goals: To balance the size of the collections on floors 3 & 4; to simplify arrangement of materials; to increase efficiency -- access to AV materials or shelving; and to increase the number of materials on open shelves. (Outline available in Commission office)

Nancy Musser, Chief of Technical Services, reported that orders continue to be place using children's funds, other special funds and gift monies and that the remaining $1.2 million on reserve are from the Library Preservation Fund. She stated that Baker & Taylor gives SFPL an average discount of 33%. She responded to Commissioner Steiman that the library needs to consider out-of-print purchasing which would be a budget item. She reported that the basic authority control tape is ready to load in the OPAC. She stated that for the past two years she has requested a 3630 Librarian I and a part-time 3602 page to staff authority control.

Toni Bernardi, reported only the baseline amount is protected.

Public comment:

Zoia Horn, retired librarian, presented remarks regarding access to information she had made at an American Library Association conference.

Mr. Hale objected to Library Express.

Melissa Riley, Librarians Guild, suggested training and Library Express.

Mr. Warfield offered remarks on the authority control project, phase II.

Ms. Olsen expressed concern about putting most popular materials on the first floor.

Lurilla Harris, library patron, remarked patrons do not use the Fulton entrance because there are no elevators and DPT should put in two-hour parking meters on Fulton.

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In answer to Deetje Boler, library patron, Ms. Page referred to the Collection Management Plan last copy retention procedure.

Deputy City Attorney Sandra Schaefer stated that books are public records and it is the duty of the Commission to approve a plan regarding their disposition and retention.

President Coulter called a recess at 7:50 p.m. He called the meeting back to order at 8:05 p.m.

Vice President Streets made a point of clarification that she had been meeting independently with the offices of the Mayor and the Controller. She had suggested using an outside auditor for a full scale audit not being convinced that attrition would address the $1.8 million deficit which is actually $2.8.

Commissioner Agnos reported she had been meeting with the Controller since June 1996 and she discovered his information was not the same as that of the Library administration. She had suggested a full-scale audit.

PROCESS RE DIRECTOR OF SYSTEM

In a discussion on the search process for a new City Librarian, President Coulter explained that the Commission will nominate three candidates and present the list to the Mayor who will select one. He presented a list of qualities Mayor Brown expects in the new head of the library system, as stated at his press conference on January 23, 1997:

He wants a nationwide search and would like to see a partnership in financing it, perhaps with the Friends or the Foundation.

1. Good judgment to provide what people need
2. Respect of academicians and librarians from around the United States
3. Vision for branch libraries to help them relate to their communities
4. Skills and ability to develop outreach
5. Ability to inspire personnel
6. Someone who will hire a person to do the nuts and bolts financial work
7. Someone who gets along with everyone, including librarians who are sometimes artistic and intellectual
8. Someone with the vision Ken Dowlin had on technology

All commissioners expressed a preference for using a professional search firm.

Public comment:

DRAFT

Ackerman Jones, SFPL staff, asked if the audit is of management also.

Ms. Riley reported that the union had met on the strategic audit with Commissioner Llorente.

Mr. Chaffee addressed the Commission as an anonymous citizen and spoke of the process of hiring previous City Librarians.

Mr. Hale offered that the process used last time had problems.

Mr. Peterson asked if the search will include those already on staff and asked what the rush was.

Ed Regan, library patron, stated the person selected should be committed to basic hours of service and branch libraries.

Steve McLaughlin, SFPL automation staff, suggested Commissioners and administrators work at public service desks and at branches to establish personal contact with staff.

Ms. Olsen suggested applicants read Kenneth E. Dowlin's farewell remarks.

Ms. Riley suggested Commissioners use the Library to understand patron's point of view.

Mr. Warfield suggested Commissioners be clear about mistakes made in the past and what the Commission wants.

Mr. Hale commented on director selection.

PRIORITY WORK PLAN FOR 1997

President Coulter presented a report entitled "Possible Commission Work plan in 1997" which included the following points:

1. Develop, collaborate and approve the next five-year-plan, 1997-2001, *A 21st Century Community Library.*
2. Find a new Director of the San Francisco Public Library
*3. Use the Management and Financial Audit to set a new baseline for our policy and financial planning
4. Launch a high profile public dialogue of major issues facing public libraries today and in the future - beginning with collection management
5. A major focus on staff development and camaraderie is needed in any institution

DRAFT

or business undergoing rapid change - including staff seminars and facilitated staff discussions

6. Institutionalize greater public collaboration and partnerships
7. The Office of the Library Commission needs to codify all Commission policies and develop a more responsive system for handling letters and inquiries from the public.

*8. Move forward with plans for additional branch renovation and a branch capital improvements campaign - including bond issues and earthquake safety

(Items 3 & 8 were assigned to the Finance, Operations and Building Committee. The remainder were assigned to the Planning and Policy Committee.)

Public comment:

Ms. Riley expressed a desire for staff involvement regarding the Collection Development Plan.

Ms. Olsen stated it is illegal to use bond funds for other uses.

Sybil Boutilier, finance staff, stated the National Science Foundation would applaud the work plan.

Sherry Thomas, Library Foundation executive director, referred to severe cost overruns on Park, Presidio and Chinatown and stressed the importance of project management. She stated that the Foundation is behind a branch capital campaign.

Joe Rosenthal, retired librarian, applauded the work plan and the Commission.

CHANGE OF MEETING SCHEDULE

Discussion was held regarding changing the regular meeting date for June 3, 1997, as a special election will be held on that day.

MOTION: Commissioner Higueras moved to change the June 3, 1997, meeting to June 10, 1997, at 5:30 p.m.

ACTION: Unanimously approved

It was decided to delay decision on changing the date of the November 4, 1997, meeting until it was determined whether November 11, 1997, is a Library holiday.

FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT

DRAFT

No report was given, as no meeting was held in January.

PLANNING AND POLICY COMMITTEE REPORT

No report was given, as no meeting was held in January.

LIBRARIANS' GUILD REPORT

Ms. Riley reported on the January 12, 1997, vote of no confidence in the City Librarian that of 600 votes 88% voted no confidence. She stated that the guild is withdrawing its proposal submitted to the Commission on January 21, 1997. There is still a need pages to shelve books. A morale problem exists among staff doing jobs of others. Big picture of system ecology 69 pages.

NEW BUSINESS

Commissioner Steiman suggested holding focus group meetings at branches.

Ms. Olsen reiterated her request for materials ahead of meetings.

PUBLIC COMMENT

Mr. Warfield expressed interest in whether the card catalog had been moved.

Mr. Regan suggested expansion of hours of service and suggested producing a brochure addressing Library topics of interest.

Ms. Olsen reiterated her concern that materials be made available three days ahead of meetings. She questioned whether branch libraries could raise money as Chinatown branch had done.

Mr. Chaffee finished his remarks on the culture of organizations begun during the "Process re Director of System" agenda item.

Mr. Hale reiterated his request that materials be available ahead of meetings.

Ms. Riley suggested putting meeting materials on the website.

Ms. Boler stated that weeding books is not necessary, new value-added card can be used with money and Prop E

Ms. Riley offered suggestions on discarding books.

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ADJOURNMENT

MOTION: Commissioner Higueras moved to adjourn.

ACTION: Unanimously approved

President Coulter adjourned the meeting at 10:05 p.m. in memory of Landis Whistler.

Margaret W. Culver
Secretary, Library Commission

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

02/19/97
M. Culver

SAN FRANCISCO PUBLIC LIBRARY
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PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the regular meeting of Tuesday, February 4, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, February 4, 1997, in the Main Library, Civic Center.

Call to order: 5:40 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Ernest Llorente; Charles Higueras, A.I.A.; Carol Steiman; and Fran A. Streets, Vice President

PRIORITY WORK PLAN FOR 1997

Commission President Coulter offered a draft titled "Possible Commission Work Plan in 1997" which proposed the following: (1) developing the next five-year plan; (2) searching for the next City Librarian; (3) using the library audit to set a baseline for policy and finance; (4) initiating a public dialog regarding major issues facing public libraries; (5) focusing on staff development, training, and collegiality; (6) institutionalizing increased public/private collaboration and partnerships; (7) developing a more responsive system for handling communications between the public and the Commission, and codifying past policies adopted by the Library Commission; and (8) advancing plans for additional branch renovations and a capital-improvements campaign for branch libraries.

Although listed on the agenda as an action item, at the request of President Coulter the Commission took no action on the work plan. In order to enhance opportunity for public dialog and consideration of the work plan, the chair referred items three and eight to Finance, Operations, and Building Committee; the remainder to Planning and Policy Committee.

Members of the public who spoke: Melissa Riley, Librarians' Guild; Tillie Olsen; Sybil Boutillier; Sherry Thomas, executive director of the Library Foundation of San Francisco; and Joe Rosenthal.

CHANGE OF MEETING SCHEDULE

Motion: Commissioner Higueras moved to change the June 1997 Library Commission meeting from June 3 to June 10, the second Tuesday of the month, in order to avoid conflicting with the city's special election, and to change the November meeting from November 4 to November 11, the second Tuesday of the month, in order to avoid conflicting with the general election, contingent upon determination by staff whether Tuesday, November 11, is designated Veterans Day, an observed holiday.

Members of the public who spoke: Ms. Riley spoke regarding the matter; Eileen Wampole, Golden Gate Valley Branch, spoke regarding the matter.

Action: The date for the June 1997 meeting is changed to June 10, the second Tuesday of the month, in order to avoid conflicting with the city's special election; however, the November 1997 meeting is *not* changed to November 11, the second Tuesday of the month, which is designated Veterans Day, an observed holiday.

Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ADJOURNMENT

Motion: Commissioner Higueras moved to adjourn in memory of Landis Whistler.

Member of the public who spoke: Deetje Boler supported the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

The regular meeting of Tuesday, February 4, 1997, of the San Francisco Public Library Commission adjourned at 10:05 PM in memory of library activist Landis Whistler.

C. Windsor
May 20, 1997

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of handouts are available in the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, Civic Center, San Francisco, CA 94102-4705.

San Francisco Public Library
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JUN 11 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Approved minutes of the regular meeting of Tuesday, February 4, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, February 4, 1997, in the Main Library, Civic Center.

Call to order: 5:40 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Ernest Llorente; Charles Higueras, A.I.A.; Carol Steiman; and Fran A. Streets, Vice President

PRIORITY WORK PLAN FOR 1997

Commission President Coulter offered a draft titled "Possible Commission Work Plan in 1997" which proposed the following: (1) developing the next five-year plan; (2) searching for the next City Librarian; (3) using the library audit to set a baseline for policy and finance; (4) initiating a public dialog regarding major issues facing public libraries; (5) focusing on staff development, training, and collegiality; (6) institutionalizing increased public/private collaboration and partnerships; (7) developing a more responsive system for handling communications between the public and the Commission, and codifying past policies adopted by the Library Commission; and (8) advancing plans for additional branch renovations and a capital-improvements campaign for branch libraries.

Although listed on the agenda as an action item, at the request of President Coulter the Commission took no action on the work plan. In order to enhance opportunity for public dialog and consideration of the work plan, the chair referred items three and eight to Finance, Operations, and Building Committee; the remainder to Planning and Policy Committee.

Members of the public who spoke: Melissa Riley, Librarians' Guild; Tillie Olsen; Sybil Boutillier; Sherry Thomas, executive director of the Library Foundation of San Francisco; and Joe Rosenthal.

CHANGE OF MEETING SCHEDULE

Motion: Commissioner Higueras moved to change the June 1997 Library Commission meeting from June 3 to June 10, the second Tuesday of the month, in order to avoid conflicting with the city's special election, and to change the November meeting from November 4 to November 11, the second Tuesday of the month, in order to avoid conflicting with the general election, contingent upon determination by staff whether Tuesday, November 11, is designated Veterans Day, an observed holiday.

Members of the public who spoke: Ms. Riley spoke regarding the matter; Eileen Wampole, Golden Gate Valley Branch, spoke regarding the matter.

Action: The date for the June 1997 meeting is changed to June 10, the second Tuesday of the month, in order to avoid conflicting with the city's special election; however, the November 1997 meeting is *not* changed to November 11, the second Tuesday of the month, which is designated Veterans Day, an observed holiday.

Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ADJOURNMENT

Motion: Commissioner Higueras moved to adjourn in memory of Landis Whistler.

Member of the public who spoke: Deetje Boler supported the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

The regular meeting of Tuesday, February 4, 1997, of the San Francisco Public Library Commission adjourned at 10:05 PM in memory of library activist Landis Whistler.

The minutes of the regular meeting of February 4, 1997, were approved by action of the San Francisco Public Library Commission at its regular meeting of June 10, 1997.

Cooley Windsor

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Cooley Windsor
Secretary II

San Francisco Public Library
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'POVED BY THE LIBRARY COMMISSION
T OF LIBRARY COMMISSION MINUTES

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

ECRETARY'S SUPPLEMENTARY REPORT
egarding the regular Library Commission meeting of Tuesday, February 4, 1997

. **Call to order:** See minutes of the regular meeting of Tuesday, February 4, 1997.

. **Minutes:** Postponed

. **Communications report:** Marcia Schneider, Chief of Branch Libraries, reported on exhibits and programs at the Main and branches.

The Commission heard testimony from James Chaffee; Peter Warfield; Ellen Egbert, Bernal Heights patron; and Miriam Blaustein.

. **Procedures and scope of audit:** Commission President Coulter welcomed Steve Agostini, director of Finance for the City and County of San Francisco, who discussed the scope of the upcoming library audit and introduced Betsy Reveal, president of Coda Partners, whom the Mayor's office selected to head the project.

The Commission heard testimony from Tillie Olsen, library user; Bill Hale; Jim Kirwan; Mr. Chaffee; Jim Haas, Keep Libraries Alive; Mr. Warfield; and Richard Peterson.

Members of the Commission determined that copies of the scope of work for the audit would be sent to all branch libraries, to the Commission's mailing list, and posted on the library's web site.

Acting City Librarian's report: Kathryn Page, Acting City Librarian, reported on substantial increases in circulation and registration at the Main and branches, and on plans for the final move of items from the old Main and library annex into Brooks Hall.

Ms. Page described improvements to services for people with disabilities and the development of an advisory committee from that community.

Civic Center
San Francisco, California 94102

Roberto Esteves, Acting Chief of the Main Library, offered specifics on plans to balance and rearrange library collections and to increase the number of materials available on open shelves.

Nancy Musser, Chief of Technical Services, responded to questions regarding book orders and expenditure of funds.

The Commission heard testimony from Zoia Horn, retired librarian; Mr. Hale; Mr. Warfield; Ms. Olsen; Lurilla Harris; Deetje Boler; and Melissa Riley, chair of the Librarians' Guild's Intellectual Freedom Committee.

President Coulter declared a recess at 7:50 PM and called the meeting back to order at 8:05 PM.

Commission Vice President Streets stated that she had met independently with staff from the offices of the Mayor and Controller, and Commissioner Agnos recounted that she herself had met individually with the Controller's staff and had requested a full-scale audit of the library.

6. **Discussion of the search process for City Librarian:** President Coulter reviewed provisions in the new city charter for appointing department heads and indicated that the Mayor seeks a nationwide search for City Librarian. The chair reported that the Mayor during a press conference had specified eight qualities that he desired in a City Librarian for San Francisco: (1) having good judgment; (2) having the respect of academicians and librarians around the U.S.; (3) having a vision for branch libraries; (4) having the skills and ability to develop outreach to communities; (5) having the ability to inspire personnel; (6) being someone who will hire someone to do the nuts-and-bolts financial work necessary; (7) being someone who will get along with everyone; and (8) being someone who shares the technology vision of the previous City Librarian.

   Commissioners expressed unanimous preference for contracting with a national executive-search firm to identify and recruit candidates.

   The Commission heard testimony from Ackerman Jones; Ms. Riley; an anonymous citizen; Mr. Hale; Mr. Peterson; Ed Regan; Steve McLaughlin, librarian in Automation Services; Ms. Olsen; and Mr. Warfield.

7. **Priority Work Plan for 1997:** See minutes of the regular meeting of February 4, 1997.

8. **Change of meeting schedule:** See minutes of the regular meeting of February 4, 1997.

9. **Finance, Operations, and Building Committee:** No report

0. **Planning and Policy Committee report:** No report

1. **Librarians' Guild report:** Ms. Riley reported the results of the no-confidence vote conducted by Local 790, and the Guild withdrew the recommendations it previously submitted regarding possible cost-cutting measures for the library.

2. **New business:** Commissioner Steiman suggested that although the proposed focus groups meeting at branch libraries might be better avenues for discussion in the neighborhoods than regular Commission meetings, commissioners should bear in mind that scheduling some Commission meetings at branches might be desirable.

3. **Public comment:** The Library Commission heard testimony from Mr. Warfield, Ms. Olsen, an anonymous citizen, Mr. Hale, Ms. Riley, and Ms. Boler.

4. **Adjournment:** See minutes of the regular meeting of February 4, 1997.

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NOTICE OF SPECIAL MEETING

The Commission has called the following special meeting of the San Francisco Public Library Commission:

DATE: **Thursday, February 20, 1997** **(NOTE MEETING DAY)**

TIME: **5:30 p.m.**

PLACE: **Latino/Hispanic Community Meeting Room,**
Main Library, Civic Center

AGENDA: **ACTION ITEM?**

1. **CALL TO ORDER** by Steven A. Coulter, Commission President (Gavel will be turned over to Commissioner Ernest H. Llorente)

2. **PROCEDURE FOR HIRING NEW CITY LIBRARIAN**

   A. Discussion with respect to procedure for hiring a new City Librarian

   B. Public comment

   C. Discussion and possible action to approve a procedure for hiring a new City Librarian **YES**

3. **ADJOURNMENT** (Gavel will be returned to President Coulter)

   A. Motion
   B. Public comment
   C. Vote **YES**
   D. Adjourn

02/13/97
M. Culver

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

DRAFT

[This is a draft starting point for discussion and input from the public.]

JOB DESCRIPTION FOR THE CITY LIBRARIAN

MINIMUM QUALIFICATIONS:

Training and Experience: Requires possession of a Master's degree from a library school accredited by the American Library Association, or a fifth year Bachelor's degree in librarianship from a library school accredited by the American Library Association. A Master's degree in Public Administration is desirable. A working knowledge of fiscal management in the day-to-day operation of a major metropolitan library system is also desirable.

Requires at least ten years of progressively responsible professional library experience, including five years of responsible supervisory and administrative experience.

Knowledge, Abilities and Skills:

1. Good judgment and prudence: Requires comprehensive knowledge of: the principles and practices of librarianship and complex automated library services -- how to make the system a user-friendly educational environment. Must have the respect of leaders and experts in the field of librarianship. Must in turn, extend respect to all professional and non-professional staff and understand and serve the needs of patrons.

2. Superior social and communication skills: Must be able to communicate the vision of the library system and be able to develop protocols and/or procedures to allow for input from all staff in the development of operational procedures which are in compliance with Commission policy. Must be able to inspire personnel and earn the respect of his/her staff and the patrons. Must be able to establish good working relationships and a good working environment for staff.

3. Public-mindedness, integrity and have a focus on library fundamentals: The Librarian must believe in and be prepared to serve, promote and defend the San Francisco Public Library mission of "Free and Equal Access." In addition to being trustworthy and inspiring the confidence of the staff, the Librarian should be capable of integrating new and old in an appropriate and sustainable access system, without major bottlenecks. The Librarian must focus on sharing resources which deliver what people need, now and in the future. The Librarian must be able to operate the system within the budget allotted and must either be able to handle fiscal management of the system or bring in a skilled fiscal professional who can.

4. Computer literate and have a vision of how technology fits into enhancing library use.

5. Good management skills: The Librarian must plan, organize and direct a comprehensive program for providing library services in a large multi-ethnic, multilingual, metropolitan library system; analyze community needs and embody conclusions in specific plans for modifying or extending reader services; effectively evaluate book and other media collection needs in the system; prepare and supervise the preparation of publicity material; determine the plant, equipment and staffing requirements and formulate budget recommendations and justifications on the basis thereof; work effectively with the public, other professional staff members and professional people from other agencies.

6. Must have a vision on how the branches could be enhanced and tied in a more meaningful way to the main library.

EXAMPLES OF DUTIES:

1. Directs the activities of all departments and branch libraries in the library system, including the assignment, training and development of personnel.

2. Directs the preparation of library department budget and makes recommendations to the Library Commission with necessary supporting information, and is responsible for the expenditure of all funds.

3. Prepares or directs the preparation of a wide variety of reports on library operations for the Library Commission, city and state officials and outside professional organizations; answers professional and technical inquiries on public library policies and procedures; organizes various cultural and literary functions.

4. Plans development and expansion programs for the library system; consults with and discusses development programs with the Library Commission, other city officials, civic leaders, architects and contractors.

02/13/97
M. Culver

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the De and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours i advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

06/25/96 - M. Culver

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NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the **special meeting** of the San Francisco Public **Library Commission** scheduled for Thursday, February 20, 1997, at 5:30 p.m. at the Main Library, Civic Center, has been canceled.

The agenda item "Procedure for Hiring New City Librarian" will be included on the agenda of the next full Commission meeting scheduled for Tuesday, March 4, 1997, at 5:30 p.m., Main Library, Civic Center.

Margaret W. Culver
MARGARET W. CULVER
Secretary, Library Commission

POSTED: February 19, 1997

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San Francisco Public Library Commission Agenda

DATE: **Tuesday, March 4, 1997** **TIME:** **5:30 p.m.**
PLACE: **Latino/Hispanic Community Meeting Room, Main Library, Civic Center**

1. **Call to order**

2. **Report on Library Use and Events.**
Marcia Schneider, Acting Chief of Branches / Community Relations

3. **Update on the Library Audit**
Betsy Reveal, Chief Project Auditor

4. **Update, discussion and possible action on process for hiring new City Librarian** **ACTION**

5. **Report on Library Service Improvements**
Kathy Page, Acting City Librarian
    A. Main Library Collections Move
    B. Collection Maintenance Program
    C. Online Catalog Status Assessment

6. **Managing a Library's Collections: an Opening Dialogue**
Panel discussion on actions at other libraries and plans at SFPL

Creation of a special Commission Advisory Group on Collection Management. **ACTION**
Discussion and possible action on the structure, focus and membership of such an advisory committee.

7. **Report of the Finance, Operations and Building Committee**
Vice President Fran Streets
A. New Main Library report
B. Branch Libraries renovation report
C. Library Foundation Events Management report
D. Responses to questions raised at Finance Committee regarding BALIS grant to purchase Z39.50 server software package
E. Discussion and possible action to establish a policy regarding consideration of grants **ACTION**

8. **Librarians' Guild Report** (no materials submitted as of 2/28/97)
9. **Minutes** **ACTION**

Presentation of, discussion of, and possible action to approve minutes of four Commission meetings

10. **New Business**

11. **Public Comment**

12. **Closed Session:**
Public employee performance evaluation: (pursuant to Govt. Code Section 54957)
Title: Commission Secretary, Margaret Culver

13. **Reconvene open session:**
    A. Discussion of action, if any, taken in closed session. **ACTION**

    B. Discussion of and possible not in to disclose all or any part of discussion during closed session. **ACTION**

14. **Adjournment** (requires motion and public comment) **ACTION**

2/28/97
R. Scott for M. Culver

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

February 27, 1997

Peter Warfield
275 Grattan
San Francisco, CA 94117

Re: Z39.50 Software

Dear Mr. Warfield:

As promised at the Library Commission's Finance Committee meeting on February 18, I have investigated the costs and benefits of the Z39.50 grant, with the following results. The term "Z39.50" refers to two complementary software programs, one called "the server software" and the other called "the client software". This software has been created to make computerized searching easier. It gives people using an online system the ability to do several things:

1. The software allows the design of an interface suited to our public's needs and preferences. The interface allows use of the same commands and search terms to search several different databases, rather than forcing users to alter their search each time they try a new database. The interface design work is a task that Library Automation staff can do in-house.

2. Searches can be run simultaneously in more than one database available on the online system.

3. The software allows non-Roman alphabets and words to be displayed. This means that information about books and other materials in Russian, Hebrew, Chinese, Japanese and Korean can be reviewed on the screen in its original non-Roman character format (Cyrillic and Hebraic text is available now; Chinese, Japanese and Korean will be available this summer).

4. The software allows access to a "child-friendly" version of the DRA online catalog called Kid's Cat.

5. The software allows a person to search other libraries' catalogs using the SFPL online catalogs search commands and menus. It also allows searchers at other libraries to use the search commands of their local online system to search the San Francisco Public Library catalog.

6. The software enables existing OPAC terminals to be used to support these enhancements. No new equipment, such as PCs, need to be purchased to make these new features available, since the capabilities that Z39.50 offer are supported by the Library's currents terminals.

This software has been under development for some time as a tool that can be used by all libraries to simplify searching. The software does this by adding a graphical capability to the terminals connected to the online system it serves. This capability can be custom tailored by the Library to suit its public's needs. For some time, the Library's public service librarians have advocated that SFPL obtain this tool to improve our ability to make our online catalog more user-friendly. The costs, described below, are largely borne by outside funding. The costs to the Library, can be accommodated within our operating budget for automation. I support the acquisition of this software. This tool will significantly improve online system.

The Library has worked to acquire Z39.50 through two grants. One to obtain the server software and the other to obtain the client software. As reported at the Finance Committee meeting on 2/18/97, funds for the server software has been secured through a grant submitted to the California State Library by the Bay Area Library & Information System (BALIS), a regional cooperative of which SFPL is a member.

The Library has also submitted a Library Services, Technology Grant (LSTA) to acquire the client software, staff training support, documentation and the Kids' Cat DRA module. Initially, we will install the Kids' Cat at the Main Library's Children as well as at the six Resource Branches. Our expectation is that this grant will be awarded to the Library; we have been encouraged to submit a final round application in May, 1997. We expect to learn the results of our application by August, 1997.

The costs and the funding sources of the software are as follows:

Server software	$ 56,200	BALIS Grant
Client Software (tax incl.)	$ 40,715	LSTA Grant
Training&Documentation	$ 4,630	LSTA Grant
Kid's Cat (DRA module)	$ 3,789	LSTA Grant
Server software sales tax	$ 4,367	SFPL One - Time Cost
Service Maintenance Cost, Server Software	$ 9,119	SFPL Annual Cost
Service Maintenance Cost, Client Software	8,456	SFPL Annual Cost (possibly covered by LSTA grant in 1997/98.)
TOTAL COST:	**$127,276**	
COST BORNE BY SFPL	**$ 21,942**	(possibly $13,486 in 1997/98)

The cost borne by SFPL is being included in the Library's proposed operating budget for 1997/98, with the offset covered by economies in automation equipment maintenance and replacement planning.

The software will be transparent once it is mounted on the online system. The Library's Automation Services staff will install and maintenance the software as part of their ongoing tasks. I am trying to schedule a live demonstration of this tool sometime during March or April 1997, for both public and staff.

I hope this summary answers the questions you raised at the Finance Committee meeting. Please feel free to call me if you have any additional questions at (415) 557-4236.

Sincerely,

Kathryn Page
Acting City Librarian
San Francisco Public Library

KP:rls:ms

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the regular meeting of Tuesday, March 4, 1997

The San Francisco Public Library Commission held a regular monthly meeting on Tuesday, March 4, 1997, in the Main Library, Civic Center.

CALL TO ORDER: 5:37 PM.

MEMBERS ATTENDING THE MEETING: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; Carol Steiman; Fran A. Streets, Vice President

CREATION OF A SPECIAL COMMISSION ADVISORY GROUP ON COLLECTION MANAGEMENT

Motion: Commissioner Llorente moved that the Commission create a public advisory committee on collection management with members appointed by the president of the Commission in consultation with the chair of the Planning and Policy Committee.

Members of the public who spoke: Melissa Riley, librarian, opposed the matter; an anonymous citizen opposed the matter; Ed Regan, retired individual, supported the matter; Cathy Bremer opposed the matter; Deetje Boler opposed the matter; Timothy Gillespie opposed the matter; Tom Carey, librarian, opposed the matter; Steve McLaughlin, Automation Services staff, spoke regarding the matter; Andrea Grimes opposed the matter

Action: Approved by a vote of 5 - 1

Voting in support of the motion: Commissioners Agnos, Coulter, Chin, Llorente, and Steiman

Voting in opposition to the motion: Commissioner Streets

Commissioner Higueras had departed

DISCUSSION AND POSSIBLE ACTION TO ESTABLISH A POLICY REGARDING CONSIDERATION OF GRANTS

At the request of Vice President Streets, the following was referred by President Coulter to the Planning and Policy Committee:

> The Policy and Planning Committee will consider a policy with respect to grants which includes a hearing and analysis procedure by the administration to determine ongoing costs, benefits, and compliance with policy. The report can follow either for approval by the Finance Committee if cost or compromises are involved, or directly to the full Commission as a fait accompli in compliance with the Commission policy.

ADJOURNMENT

Motion: Commissioner Chin moved to adjourn the regular meeting of March 4, 1997, of the San Francisco Public Library Commission in memory of former City Librarian John C. Frantz.

ACTION: Approved by a vote of 6 - 0

Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Llorente, Steiman, and Streets

The regular meeting of Tuesday, March 4, 1997, of the San Francisco Public Library Commission adjourned at 10:50 PM.

These are draft minutes subject to approval of the San Francisco Public Library Commission. Copies of handouts are available in the office of the Commission Secretary, 100 Larkin Street, Sixth Floor, Civic Center, San Francisco, CA 94102-4705.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
DRAFT minutes of the regular meeting of Tuesday, March 4, 1997

The San Francisco Public Library Commission held a regular monthly meeting on Tuesday, March 4, 1997, in the Main Library, Civic Center.

CALL TO ORDER: 5:37 PM.

MEMBERS ATTENDING THE MEETING: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; Carol Steiman; Fran A. Streets, Vice President

CREATION OF A SPECIAL COMMISSION ADVISORY GROUP ON COLLECTION MANAGEMENT

Motion: Commissioner Llorente moved that the Commission create a public advisory committee on collection management with members appointed by the president of the Commission in consultation with the chair of the Planning and Policy Committee.

Members of the public who spoke: Melissa Riley, librarian, opposed the matter; an anonymous citizen opposed the matter; Ed Regan, retired individual, supported the matter; Deborah Doyle supported the matter; Cathy Bremer opposed the matter; Deetje Boler opposed the matter; Timothy Gillespie opposed the matter; Tom Carey, librarian, opposed the matter; Steve McLaughlin, Automation Services staff, spoke regarding the matter; Andrea Grimes opposed the matter

Action: Approved by a vote of 5 - 1

Voting in support of the motion: Commissioners Agnos, Coulter, Chin, Llorente, and Steiman

Voting in opposition to the motion: Commissioner Streets

Commissioner Higueras had left the meeting

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DISCUSSION AND POSSIBLE ACTION TO ESTABLISH A POLICY REGARDING CONSIDERATION OF GRANTS

At the request of Vice President Streets, the following matter was referred by President Coulter to the Planning and Policy Committee:

> The Policy and Planning Committee will consider a policy regarding the review of potential grant projects. The policy would include a review of adherence to Library policy and cost/benefit analysis of each grant opportunity by library management staff. Staff would present the review and analysis to the Planning and Policy Committee, which would then refer the grant, with a recommendation regarding acceptance, to the full Library Commission, or, if cost or budget considerations are required, would refer the grant to the Finance, Operations, and Building Committee, prior to referral to the full Commission.

ADJOURNMENT

Motion: Commissioner Chin moved to adjourn the regular meeting of March 4, 1997, of the San Francisco Public Library Commission in memory of former City Librarian John C. Frantz.

Member of the public who spoke: An anonymous citizen supported the matter

ACTION: Approved by a vote of 6 - 0

Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Llorente, Steiman, and Streets

The regular meeting of Tuesday, March 4, 1997, of the San Francisco Public Library Commission adjourned at 10:50 PM.

These are draft minutes subject to approval of the San Francisco Public Library Commission. Copies of handouts are available in the office of the Commission Secretary, 100 Larkin Street, Sixth Floor, Civic Center, San Francisco, CA 94102-4705.

03/05/97
C. Windsor

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, March 4, 1997

The San Francisco Public Library Commission held a regular monthly meeting on Tuesday, March 4, 1997, in the Main Library, Civic Center.

1. **Call to order:** 5:37 PM

   Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; Carol Steiman; Fran A. Streets, Vice President

2. **Report on library use and events:** Marcia Schneider provided an update on programs and events at the library, and agreed to furnish Commissioner Agnos with a copy of the report.

3. **Update on the library audit:** Betsy Reveal, chief project auditor, stated that data collection for the audit was taking longer than planned, but anticipated that the project would conclude in the time frame specified in the work plan. She noted that the audit schedule is based on the Mayor's budget schedule so that its findings can be incorporated into the library's FY 1997/98 budget.

4. **Update on process for hiring the City Librarian:** Commission Vice President Streets reported that discussions with three major recruitment firms have convinced her that the Public Library will not be able to obtain a pro-bono search for City Librarian. The commissioner explained that the Mayor has expressed support for developing a public/private partnership to fund a national search, and that plans are being developed to identify individuals and businesses to join the partnership.

   Commissioner Agnos corrected a quote reported in the *Examiner*, and both she and Vice President Streets offered assurance that the public will be included in development of the search process.

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SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415-557-4233

Public comment regarding the process for appointing a City Librarian included remarks from Rosalyn Koo, Friends of Chinatown Branch; Bill Hale, a member of the public; Marcia Popper, Presidio Branch patron; Melissa Riley, librarian; Marti Kashuba, Bernal Heights patron; Richard Hack, a citizen; Ed Regan, a retired person; Deetje Boler; and Timothy Gillespie.

5. **Report on library service improvements:** Kathy Page, Acting City Librarian, reported on the move of certain collections in the Main Library, including the audiovisual collection to the first floor. She indicated that the library will announce at a later date whether closing several floors for a period, or the entire building, will be necessary to complete rearrangement of the collections.

Ms. Page explained that senior staff is working on a collection-maintenance program which will include staff training in issues such as materials selection and weeding. She anticipated reconvening the systemwide collection development committee to assist in implementing this program. The Acting City Librarian stated that future plans include reestablishing the adopt-a-book program in Brooks Hall, exploring options for participating in a regional program to preserve last copies of library materials, and creating staff linkage to the Commission's proposed 1997 work plan.

Ms. Page announced that authority control has been added to the online catalog and proposed an assessment to determine the scope of work that remains to be done to improve the catalog, the cost of that work, and the resources that can be made available.

Public comment during this report included remarks from Jim Kirwan, Ms. Boler, Lurilla Harris, Mr. Hack, Peter Warfield, Mr. Regan, and Mr. Gillespie.

6. **Managing a library's collections:** President Coulter welcomed three panelists--Sheila Dowd, retired collection development officer at the University of California, Berkeley; Regina Minudri, Berkeley Public Library director, retired; and Anne Kincaid, managing librarian of West Portal Branch Cluster, San Francisco Public Library--who discussed issues of collection management. During the course of the discussion, panelists referred to American Library Association publication *Guide to Review of Library Collections: Preservation, Storage, and Withdrawal (Collection Management and Development Guide #5)*; *Planning and Role Setting in Public Libraries* (ALA 1987); and *Planning Process for Public Libraries*.

Public comment regarding the panel discussion included remarks from Ms. Riley, Mr. Hale, Mr. Warfield, Ms. Boler, Mr. Gillespie, and Ms. Kashuba.

Commissioner Higueras left the meeting at 8:40 PM.

Creation of a citizens' advisory committee on collection management: President Coulter suggested that the Commission appoint a citizens' advisory committee of 12 to 15 members to assist the Library Commission and the library in developing a public dialogue and consensus on collection issues such as weeding. He noted that Mr. Kirwan had stated that public discussion suggests that 10% might be an acceptable figure for weeding, and the commissioner pointed out that if we assume a collection of 2.2 million volumes, the 200,000 books that were reported to have been discarded in the move from the old Main would fall within those guidelines.

During discussion, members of the Commission emphasized that the group's role would be advisory, and that decisions regarding selection and retention of items in the collections would continue to be made by professional staff.

Opponents urged that the matter be referred to the Planning and Policy Committee, that the library sponsor a public forum on the issues instead of creating an advisory group, and cited public mistrust resulting from collection weeding that occurred prior to the move to the new Main.

Vice President Streets asserted that the intent of the Commission was not to exacerbate differences, but to identify an avenue to educate and inform the public. She suggested that the Acting City Librarian consult with library staff and report back to the Commission.

Motion: Commissioner Llorente moved that the Commission create a public advisory committee on collection management with members appointed by the president of the Commission in consultation with the chair of the Planning and Policy Committee.

Members of the public who spoke: Melissa Riley, librarian, opposed the matter; an anonymous citizen opposed the matter; Ed Regan, retired individual, supported the matter; Deborah Doyle supported the matter; Cathy Bremer opposed the matter; Deetje Boler opposed the matter; Timothy Gillespie opposed the matter; Tom Carey, librarian, opposed the matter; Steve McLaughlin, Automation Services staff, spoke regarding the matter; Andrea Grimes opposed the matter

Action: Approved by a vote of 5 - 1

Voting in support of the motion: Commissioners Agnos, Coulter, Chin, Llorente, and Steiman

Voting in opposition to the motion: Commissioner Streets

Commissioner Higueras had left the meeting

Following the vote which approved the creation of the advisory committee, President Coulter encouraged the public to submit nominations or to self-nominate to serve on the panel.

7. **Report of Finance, Operations, and Building Committee:** At the request of Vice President Streets, the following matter was referred by President Coulter to the Planning and Policy Committee:

> The Policy and Planning Committee will consider a policy regarding the review of potential grant projects. The policy would include a review and cost/benefit analysis of each grant opportunity by library management staff, followed by a review and assessment by the Planning and Policy Committee. The Planning and Policy Committee would then refer the grant, with a recommendation regarding acceptance, to the full Library Commission, or, if cost or budget considerations are required, would refer the grant to the Finance, Operations, and Building Committee, prior to referral to the full Commission.

Vice President Streets postponed the remaining items in her report until the April Commission meeting.

8. **Librarians' Guild report:** No report

9. **Minutes:** Postponed

10. **New business:** None

11. **Public comment:** The Commission heard testimony from an anonymous citizen.

12. **Closed session:** The performance evaluation of the Commission Secretary was postponed.

13. **Reconvene open session:** Not applicable

14. **Adjournment:** Commissioner Chin moved to adjourn the regular meeting of March 4, 1997, of the San Francisco Public Library Commission in memory of former City Librarian John C. Frantz.

Member of the public who spoke: An anonymous citizen supported the matter

ACTION: Approved by a vote of 6 - 0

Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Llorente, Steiman, and Streets

The regular meeting of Tuesday, March 4, 1997, of the San Francisco Public Library Commission adjourned at 10:50 PM.

These minutes of the regular meeting of March 4, 1997, of the San Francisco Public Library Commission were approved on April 1, 1997, by unanimous vote.

Margaret Culver

4/3/97

Margaret Culver
Secretary, Library Commission

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SECRETARY'S SUPPLEMENTARY REPORT*
regarding the regular Library Commission meeting of Tuesday, March 4, 1997

1. **Call to order:** See minutes of the regular meeting of Tuesday, March 4, 1997.

2. **Report on library use and events:** Marcia Schneider provided an update on programs and events at the library, and agreed to furnish Commissioner Agnos with a copy of the report.

3. **Update on the library audit:** Betsy Reveal, chief project auditor, stated that data collection for the audit was taking longer than planned, but anticipated that the project would conclude in the time frame specified in the work plan. She noted that the audit schedule is based on the Mayor's budget schedule so that its findings can be incorporated into the library's FY 1997/98 budget.

4. **Update on process for hiring the City Librarian:** Commission Vice President Streets reported that discussions with three major recruitment firms have convinced her that the Public Library will not be able to obtain a pro-bono search for City Librarian. The commissioner explained that the Mayor has expressed support for developing a public/private partnership to fund a national search, and that plans are being developed to identify individuals and businesses to join the partnership.

   Commissioner Agnos corrected a quote reported in the *Examiner*, and both she and Vice President Streets offered assurance that the public will be included in development of the search process.

   Public comment regarding the process for appointing a City Librarian included remarks from Rosalyn Koo, Friends of Chinatown Branch; Bill Hale, a member of the public; Marcia Popper, Presidio Branch patron; Melissa Riley, librarian; Marti Kashuba, Bernal Heights patron; Richard Hack, a citizen; Ed Regan, a retired person; Deetje Boler; and Timothy Gillespie.

***Not part of official Commission minutes**

5. **Report on library service improvements:** Kathy Page, Acting City Librarian, reported on the move of certain collections in the Main Library, including the audiovisual collection to the first floor. She indicated that the library will announce at a later date whether closing several floors for a period, or the entire building, will be necessary to complete rearrangement of the collections.

Ms. Page explained that senior staff is working on a collection-maintenance program which will include staff training in issues such as materials selection and weeding. She anticipated reconvening the systemwide collection development committee to assist in implementing this program. The Acting City Librarian stated that future plans include reestablishing the adopt-a-book program in Brooks Hall, exploring options for participating in a regional program to preserve last copies of library materials, and creating staff linkage to the Commission's proposed 1997 work plan.

Ms. Page announced that authority control has been added to the online catalog and proposed an assessment to determine the scope of work that remains to be done to improve the catalog, the cost of that work, and the resources that can be made available.

Public comment during this report included remarks from Jim Kirwan, Ms. Boler, Lurilla Harris, Mr. Hack, Peter Warfield, Mr. Regan, and Mr. Gillespie.

6. **Managing a library's collections:** President Coulter welcomed three panelists--Sheila Dowd, retired collection development officer at the University of California, Berkeley; Regina Minudri, Berkeley Public Library director, retired; and Anne Kincaid, managing librarian of West Portal Branch Cluster, San Francisco Public Library--who discussed issues of collection management. During the course of the discussion, panelists referred to American Library Association publication *Guide to Review of Library Collections: Preservation, Storage, and Withdrawal (Collection Management and Development Guide #5)*; *Planning and Role Setting in Public Libraries* (ALA 1987); and *Planning Process for Public Libraries*.

Public comment regarding the panel discussion included remarks from Ms. Riley, Mr. Hale, Mr. Warfield, Ms. Boler, Mr. Gillespie, and Ms. Kashuba.

Commissioner Higueras left the meeting at 8:40 PM.

Creation of a citizens' advisory committee on collection management: President Coulter suggested that the Commission appoint a citizens' advisory committee of 12 to 15 members to assist the Library Commission and the library in developing a public dialogue and consensus on collection issues such as weeding. He noted that Mr. Kirwan had stated that public discussion suggests that 10% might be an acceptable figure for weeding, and the commissioner pointed out that if we assume a collection of

2.2 million volumes, the 200,000 books that were reported to have been discarded in the move from the old Main would fall within those guidelines.

During discussion, members of the Commission emphasized that the group's role would be advisory, and that decisions regarding selection and retention of items in the collections would continue to be made by professional staff.

Opponents urged that the matter be referred to the Planning and Policy Committee, that the library sponsor a public forum on the issues instead of creating an advisory group, and cited public mistrust resulting from collection weeding that occurred prior to the move to the new Main.

Vice President Streets asserted that the intent of the Commission was not to exacerbate differences, but to identify an avenue to educate and inform the public. She suggested that the Acting City Librarian consult with library staff and report back to the Commission.

Following the vote which approved the creation of the advisory committee (see minutes of the regular meeting of Tuesday, March 4, 1997), President Coulter encouraged the public to submit nominations or to self-nominate to serve on the panel.

7. **Report of Finance, Operations, and Building Committee:** Consideration to establish a policy regarding grants was referred to the Planning and Policy Committee (see minutes of the regular meeting of Tuesday, March 4, 1997). Vice President Streets postponed the remaining items in her report until the April Commission meeting.

8. **Librarians' Guild report:** No report

9. **Minutes:** Postponed

10. **New business:** None

11. **Public comment:** The Commission heard testimony from an anonymous citizen.

12. **Closed session:** The performance evaluation of the Commission Secretary was postponed.

13. **Reconvene open session:** Not applicable

14. **Adjournment:** See minutes of the regular Commission meeting of Tuesday, March 4, 1997.

03/31/97
C. Windsor

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, April 1, 1997**

TIME: **5:30 PM**

PLACE: **Koret Auditorium, Main Library, Civic Center**
(NOTE CHANGE OF MEETING ROOM)

AGENDA:

1. **Call to Order**

2. **Change of Meeting Schedule:** Discussion and possible action to change regular Commission meeting date to avoid conflict with Election Day, by moving it from November 4, 1997 to November 5, November 10 or November 12, 1997 **ACTION**

3. **Minutes:**

   A. Discussion and possible action to form policy regarding structure of minutes of full Commission and Commission committee meetings **ACTION**

   B. Approval of March 4, 1997 Commission meeting minutes **ACTION**

4. **Library Use and Events**
   Marcia Schneider, Acting Chief of Branches/Community Relations

5. **Report on Library Service Improvements**
Kathryn Page, Acting City Librarian

   A. Release of $500,000 Materials Budget

   B. Main Library Collections Shift

   C. Collection Management Program

6. **Future of Civic Center Report**
Jim Haas, Chairman of Civic Pride

7. **Finance, Operations and Building Committee Report**

   A. Recommend to the full Commission to:

      1) Approve acceptance of the George Rickey sculpture "Double L Excentric Gyratory"

      2) Approve the installation location at the northwest corner of the new Main Library

   B. Recommend to the full Commission to refer a request to the Ethics Commission to develop a code of ethics for use by non-profit organizations associated with City agencies

   C. Capital Construction Projects Report

      1) New Main Library project report on closeout issues

      2) Branch library projects report

   D. Responses to questions raised at 2/18/97 Finance Committee regarding BALIS grant to purchase Z39.50 server software package

8. Discussion and possible action to accept Finance, Operations and Building Committee recommendation regarding George Rickey sculpture
ACTION

9. Discussion and possible action to accept Finance, Operations and Building Committee recommendation regarding request to Ethics Commission
ACTION

10. **Planning and Policy Committee**

Report on policy for naming a branch library

11. **Librarians' Guild Report**

12. **Lawsuit Report**

A. Reading of tentative ruling and court order in Public Access Project and James Chaffee v. San Francisco Library Commission

B. Discussion and possible action to recommend to City Attorney to appeal the decision in this matter **ACTION**

13. **New Business**

14. ***Public Comment**

15. **Closed Session:**

Public employee performance evaluation: (pursuant to Govt. Code Sec. 54957)
Title: Commission Secretary, Margaret Culver

16. **Reconvene Open Session:**

A. Discussion of action, if any, taken in closed session **ACTION**

B. Discussion of and possible action (not) to disclose all or any part of discussion during closed session **ACTION**

17. **Adjournment** (requires motion and public comment) **ACTION**

***THE LIBRARY COMMISSION RESPECTFULLY REQUESTS THAT EACH SPEAKER OR COMMENTER SUBMIT HIS/HER NAME AND A BRIEF SUMMARY OF HIS/HER POSITION OR CONCERN FOR THE PURPOSE OF HELPING US PREPARE ACCURATE AND THOROUGH MINUTES.**

03/28/97
M. Culver

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

03/27/97

M. Culver

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
DRAFT minutes of the regular meeting of Tuesday, April 1, 1997

The San Francisco Public Library Commission held a regular monthly meeting on Tuesday, April 1, 1997, in the Koret Auditorium, Main Library, Civic Center.

CALL TO ORDER: 5:40 PM

MEMBERS ATTENDING THE MEETING: Commissioners Sherry Agnos; Lonnie K. Chin; Steven A. Coulter, President; Charles A. Higueras, A.I.A.; Ernest H. Llorente; Carol Steiman; Fran A. Streets, Vice President

CHANGE OF MEETING SCHEDULE

Motion: Commissioner Higueras moved to change regular Commission meeting date to avoid conflict with Election Day, by moving it from November 4, 1997 to November 5, 1997

Action: Approved by a vote of 7 - 0

Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman and Streets

POLICY REGARDING STRUCTURE OF MINUTES

Members of the public who spoke: An anonymous citizen, Bill Hale, Timothy Gillespie, Deetje Boler, Tillie Olsen, Mr. Hale, Peter Warfield and Barbara Berman

Action: President Coulter referred this item to the agenda for the next meeting.

APPROVAL OF MARCH 4, 1997 COMMISSION MEETING MINUTES

Motion: Commissioner Chin moved to approve the March 4, 1997 Commission meeting official minutes and Secretary's Supplemental Report

Members of the public who spoke: Peter Byrne and Mr. Warfield

Action: Approved by a vote of 7 - 0

Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman and Streets

ACCEPTANCE OF GEORGE RICKEY SCULPTURE "DOUBLE L EXCENTRIC GYRATORY"

Motion: Commissioner Higueras moved to approve acceptance of the George Rickey sculpture "Double L Excentric Gyratory"

Members of the public who spoke: Lee Gertler, Ms. Boler, Mr. Warfield, Tom Carey, Jim Kirwan, Ms. Olsen and Mr. Hale

Action: Approved by a vote of 7 - 0

Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman and Streets

APPROVE INSTALLATION LOCATION OF RICKEY SCULPTURE

Following discussion, it was decided to request that Art Commission representatives further dialogue at the next Commission meeting.

REQUEST TO ETHICS COMMISSION

Motion: Commissioner Agnos moved to refer to the Ethics Commission development of a code of ethics for use of all non-profit organizations associated with City agencies.

Members of the public who spoke: Mr. Hale, Mr. Kirwan, Mr. Gillespie, Ms. Olsen, and Cathy Bremer

Action: Approved by a vote of 7 - 0

Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman and Streets

LAWSUIT COURT ORDER

Deputy City Attorney Sandra K. Schaefer reported in the matter of Public Access Project and James Chaffee v. San Francisco Library Commission the Superior Court has issued the following order:

"IT IS HEREBY ORDERED, that a Writ of Mandamus be issued commanding the Respondent that no other Board members can attend meetings of standing committees if that attendance would constitute a quorum of the full Library Commission. Such attendance would violate the Brown Act unless there is proper notice that a quorum will be meeting.

IT IS FURTHER ORDERED, that this order be read into the record and appear in the minutes of the first regular meeting of the respondent after it is entered.

IT IS FURTHER ORDERED, that petitioners may be awarded costs and attorney's fees if permitted under law and upon further noticed motion.

Writ of Mandate is granted. The purpose of the Brown Act is to have public access to meetings where there is a quorum. The Brown Act permits no non-noticed meetings of a quorum of a Board. Ms. Steimens [sic] attendance at the committee meeting constitutes a quorum, even if she doesn't participate. The 'legislative body' of the finance committee is not a separate body from the entire Board and therefore Section 54952.2 (c) (4) does not apply. This ruling may reach an 'absurd' result in the case of Ms. Steimen. She appears to have only the most positive motives for attending. However, the law is enacted to prevent abuses by those with different more negative motives, who could abuse their positions of public trust. Unfortunately, there can be no exceptions to the Brown Act's provisions so that the legislative purpose can be accomplished."

Motion: Commissioner Llorente moved to recommend to the City Attorney to appeal the decision in this matter.

Members of the public who spoke: An anonymous citizen, Mr. Gillespie opposed the matter, Mr. Hale, Mr. Kirwan and Mr. Warfield

Action: Approved by a vote of 7 - 0

Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman and Streets

Motion: Commissioner Llorente moved to support the City Attorney's defense to show cause in this matter.

Members of the public who spoke: Mr. Kirwan and Mr. Gillespie

Action: Approved by a vote of 7 - 0

Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras,

Llorente, Steiman and Streets

CLOSED SESSION REGARDING PERFORMANCE EVALUATION OF COMMISSION SECRETARY

Closed session began at 10:32 PM. The regular meeting was reconvened at 11:05 PM.

Motion: Commissioner Llorente moved not to disclose any part of the discussion during the closed session

Action: Approved by a vote of 7 - 0

Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman and Streets

ADJOURNMENT

Motion: Commissioner Higueras moved to adjourn.

Action: Approved by a vote of 7 - 0

Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman and Streets

The regular meeting of Tuesday, April 1, 1997, of the San Francisco Public Library Commission adjourned at 11:10 PM.

These are draft minutes subject to approval of the San Francisco Public Library Commission. Copies of handouts are available in the office of the Commission Secretary, 100 Larkin Street, Sixth Floor, Civic Center, San Francisco, CA 94102-4705.

04/15/97
M. Culver

San Francisco Public Library

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Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the regular meeting of Tuesday, April 1, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, April 1, 1997, in the Main Library, Civic Center.

Call to order: 5:40 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; Carol Steiman; and Fran A. Streets, Vice President

CHANGE OF MEETING SCHEDULE

Motion: Commissioner Higueras moved that the Library Commission meeting for November 1997 be changed from Tuesday, November 4, to Wednesday, November 5, in order to avoid conflicting with the general election.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

MINUTES

Motion: Commissioner Chin moved to approve the minutes of the regular Commission meeting of March 4, 1997, with the understanding that the information contained in both the draft minutes and secretary's supplementary report would be combined into one document.

Members of the public who spoke: Peter Byrne opposed the matter; Peter Warfield spoke regarding the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ACCEPTANCE OF THE GEORGE RICKEY SCULPTURE *DOUBLE L EXCENTRIC GYRATORY*

Motion: Vice President Streets and Commissioner Higueras moved to accept the George Rickey sculpture *Double L Excentric Gyratory* contingent upon review and approval by the Library Commission of the location for installation.

Members of the public who spoke: Lee Gertler spoke regarding the matter; Bonnie Sherk spoke regarding the matter; Timothy Gillespie spoke regarding the matter; Jim Kirwan spoke regarding the matter; Deetje Boler spoke regarding the matter; Peter Warfield spoke regarding the matter; Tom Carey spoke regarding the matter; Tillie Olsen spoke regarding the matter; Bill Hale spoke regarding the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

REQUEST TO THE ETHICS COMMISSION TO DEVELOP A CODE OF ETHICS FOR USE BY NONPROFIT ORGANIZATIONS ASSOCIATED WITH CITY AGENCIES

Motion: Commissioner Agnos moved that the Library Commission request the Ethics Commission to develop a code of ethics for use by all nonprofit organizations associated with city-government agencies.

Members of the public who spoke: Mr. Hale spoke regarding the matter; Mr. Kirwan spoke regarding the matter; Mr. Gillespie spoke regarding the matter; Ms. Olsen spoke regarding the matter; Cathy Bremer spoke regarding the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

LAWSUIT REPORT

Sandra Schaefer, Deputy City Attorney, reported that in the matter of *Public Access Project and James Chaffee v. San Francisco Library Commission*, the Superior Court has issued the following order:

> IT IS HEREBY ORDERED, that a Writ of Mandamus be issued commanding the Respondent that no other Board members can attend meetings of standing committees if that attendance would constitute a quorum of the full Library Commission. Such attendance would violate the Brown Act unless there is proper notice that a quorum will be meeting.

IT IS FURTHER ORDERED, that this order be read into the record and appear in the minutes of the first regular meeting of the respondent after it is entered.

IT IS FURTHER ORDERED, that petitioners may be awarded costs and attorney's fees if permitted under law and upon further noticed motion.

Writ of Mandate is granted. The purpose of the Brown Act is to have public access to meetings where there is a quorum. The Brown Act permits no non-noticed meetings of a quorum of a Board. Ms. Steimens [sic] attendance at the committee meeting constitutes a quorum, even if she doesn't participate. The 'legislative body' of the finance committee is not a separate body from the entire Board and therefore Section 54952.2(c)(4) does not apply. This ruling may reach an 'absurd' result in the case of Ms. Steimen. She appears to have only the most positive motives for attending. However, the law is enacted to prevent abuses by those with different more negative motives, who could abuse their positions of public trust. Unfortunately, there can be no exceptions to the Brown Act's provisions so that the legislative purpose can be accomplished.

Motion: Commissioner Llorente moved to recommend that the City Attorney appeal the decision in this matter.

Members of the public who spoke: An anonymous citizen spoke regarding the matter; Mr. Gillespie spoke regarding the matter; Mr. Kirwan spoke regarding the matter; Mr. Warfield spoke regarding the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ADDITION OF AN AGENDA ITEM

Motion: Commissioner Llorente moved in the public's interest to add the following item to the agenda of the regular meeting of April 1, 1997: Discussion and response to a lawsuit filed against the Library Commission by Public Access Project and James Chaffee.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

RESPONSE TO A LAWSUIT FILED AGAINST THE LIBRARY COMMISSION

Motion: Commissioner Llorente moved that the Library Commission respond vigorously to defend against Public Access Project's and James Chaffee's request that the court find the actions of the Library Commission in contempt of a court order.

Members of the public who spoke: Mr. Kirwan spoke regarding the matter; Mr. Gillespie spoke regarding the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

CLOSED SESSION FOR PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Motion: Commissioner Llorente moved that the Library Commission enter into closed session, pursuant to Government Code Section 54957, for the performance evaluation of the Secretary, Library Commission.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Time closed session began: 10:32 PM

Time closed session ended: 11:05 PM

Motion: Commissioner Llorente moved not to disclose any part of the discussion during closed session of the performance evaluation of the Secretary, Library Commission.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ADJOURNMENT

Motion: Commissioner Higueras moved to adjourn.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

The regular meeting of Tuesday, April 1, 1997, of the San Francisco Public Library Commission adjourned at 11:10 PM.

C. Windsor
May 30, 1997

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of handouts are available in the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

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Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Approved minutes of the regular meeting of Tuesday, April 1, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, April 1, 1997, in the Main Library, Civic Center.

Call to order: 5:40 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; Carol Steiman; and Fran A. Streets, Vice President

CHANGE OF MEETING SCHEDULE

Motion: Commissioner Higueras moved that the Library Commission meeting for November 1997 be changed from Tuesday, November 4, to Wednesday, November 5, in order to avoid conflicting with the general election.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

MINUTES

Motion: Commissioner Chin moved to approve the minutes of the regular Commission meeting of March 4, 1997, with the understanding that the information contained in both the draft minutes and secretary's supplementary report would be combined into one document.

Members of the public who spoke: Peter Byrne opposed the matter; Peter Warfield spoke regarding the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ACCEPTANCE OF THE GEORGE RICKEY SCULPTURE *DOUBLE L EXCENTRIC GYRATORY*

Motion: Vice President Streets and Commissioner Higueras moved to accept the George Rickey sculpture *Double L Excentric Gyratory* contingent upon review and approval by the Library Commission of the location for installation.

Members of the public who spoke: Lee Gertler spoke regarding the matter; Bonnie Sherk spoke regarding the matter; Timothy Gillespie spoke regarding the matter; Jim Kirwan spoke regarding the matter; Deetje Boler spoke regarding the matter; Peter Warfield spoke regarding the matter; Tom Carey spoke regarding the matter; Tillie Olsen spoke regarding the matter; Bill Hale spoke regarding the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

REQUEST TO THE ETHICS COMMISSION TO DEVELOP A CODE OF ETHICS FOR USE BY NONPROFIT ORGANIZATIONS ASSOCIATED WITH CITY AGENCIES

Motion: Commissioner Agnos moved that the Library Commission request the Ethics Commission to develop a code of ethics for use by all nonprofit organizations associated with city-government agencies.

Members of the public who spoke: Mr. Hale spoke regarding the matter; Mr. Kirwan spoke regarding the matter; Mr. Gillespie spoke regarding the matter; Ms. Olsen spoke regarding the matter; Cathy Bremer spoke regarding the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

LAWSUIT REPORT

Sandra Schaefer, Deputy City Attorney, reported that in the matter of *Public Access Project and James Chaffee v. San Francisco Library Commission*, the Superior Court has issued the following order:

> IT IS HEREBY ORDERED, that a Writ of Mandamus be issued commanding the Respondent that no other Board members can attend meetings of standing committees if that attendance would constitute a quorum of the full Library Commission. Such attendance would violate the Brown Act unless there is proper notice that a quorum will be meeting.

IT IS FURTHER ORDERED, that this order be read into the record and appear in the minutes of the first regular meeting of the respondent after it is entered.

IT IS FURTHER ORDERED, that petitioners may be awarded costs and attorney's fees if permitted under law and upon further noticed motion.

Writ of Mandate is granted. The purpose of the Brown Act is to have public access to meetings where there is a quorum. The Brown Act permits no non-noticed meetings of a quorum of a Board. Ms. Steimens [sic] attendance at the committee meeting constitutes a quorum, even if she doesn't participate. The 'legislative body' of the finance committee is not a separate body from the entire Board and therefore Section 54952.2(c)(4) does not apply. This ruling may reach an 'absurd' result in the case of Ms. Steimen. She appears to have only the most positive motives for attending. However, the law is enacted to prevent abuses by those with different more negative motives, who could abuse their positions of public trust. Unfortunately, there can be no exceptions to the Brown Act's provisions so that the legislative purpose can be accomplished.

Motion: Commissioner Llorente moved to recommend that the City Attorney appeal the decision in this matter.

Members of the public who spoke: An anonymous citizen spoke regarding the matter; Mr. Gillespie spoke regarding the matter; Mr. Kirwan spoke regarding the matter; Mr. Warfield spoke regarding the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ADDITION OF AN AGENDA ITEM

Motion: Commissioner Llorente moved in the public's interest to add the following item to the agenda of the regular meeting of April 1, 1997: Discussion and response to a lawsuit filed against the Library Commission by Public Access Project and James Chaffee.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

RESPONSE TO A LAWSUIT FILED AGAINST THE LIBRARY COMMISSION

Motion: Commissioner Llorente moved that the Library Commission respond vigorously to defend against Public Access Project's and James Chaffee's request that the court find the actions of the Library Commission in contempt of a court order.

Members of the public who spoke: Mr. Kirwan spoke regarding the matter; Mr. Gillespie spoke regarding the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

CLOSED SESSION FOR PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Motion: Commissioner Llorente moved that the Library Commission enter into closed session, pursuant to Government Code Section 54957, for the performance evaluation of the Secretary, Library Commission.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Time closed session began: 10:32 PM

Time closed session ended: 11:05 PM

Motion: Commissioner Llorente moved not to disclose any part of the discussion during closed session of the performance evaluation of the Secretary, Library Commission.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ADJOURNMENT

Motion: Commissioner Higueras moved to adjourn.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

The regular meeting of Tuesday, April 1, 1997, of the San Francisco Public Library Commission adjourned at 11:10 PM.

The minutes of the regular meeting of April 1, 1997, were approved by action of the San Francisco Public Library Commission at its regular meeting of June 10, 1997.

Cooley Windsor

JUN 11 1997

Cooley Windsor
Secretary II

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

NOT APPROVED BY THE LIBRARY COMMISSION
NOT PART OF LIBRARY COMMISSION MINUTES

DOCUMENTS DEPT
JUN 13 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown. Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras. A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SECRETARY'S SUPPLEMENTARY REPORT regarding the regular Library Commission meeting of Tuesday, April 1, 1997

1. **Call to order:** See minutes of the regular meeting of Tuesday, April 1, 1997.

2. **Change of meeting schedule:** See minutes of the regular meeting of Tuesday, April 1, 1997.

3.A. **Possible action to form policy regarding structure of minutes of Commission and Commission committee meetings:** Sandra Schaefer, Deputy City Attorney, advised that the proposed change in the format of minutes for Library Commission meetings would require an amendment to the Commission bylaws. President Coulter postponed action on the item until the next Commission meeting.

The Commission heard testimony from an anonymous citizen, Bill Hale, Timothy Gillespie, Deetje Boler, Tillie Olsen, Peter Warfield, and Barbara Berman.

3.B. **Approval of March 4, 1997, Commission meeting minutes:** See minutes of the regular meeting of Tuesday, April 1, 1997.

4. **Library use and events:** Marcia Schneider, Chief of Branch Libraries, reported on programs and activities at the library.

The Commission heard testimony from Mr. Hale and Mr. Warfield.

5.A. **Release of $500,000 from materials budget:** Kathryn Page, Acting City Librarian, reported that the Mayor's office has directed the library to begin purchasing books and materials using $500,000 of the materials budget previously held on reserve. She described the challenge of placing book orders within the city's purchasing deadlines, and offered assurance that the funds under discussion were from the Preservation Fund and, if unspent, would remain with the library in the next fiscal year's budget and would be used for the purchase of books and library materials.

5.B. **Main Library collections shift:** Ms. Page informed the Commission that additional ranges of book shelves have been installed on the fourth floor, although limited staffing is slowing efforts to rearrange collections.

5.C. **Collection management program:** The Acting City Librarian described the development of plans for training library staff in principles of collections management.

Ms. Page agreed to Commissioner Steiman's request that collection-management policy and procedures be brought before the Planning and Policy Committee as a discussion item after the written materials for the training are developed.

The Commission heard testimony from Jim Kirwan, Ms. Boler, and Mr. Warfield.

6. **Future of Civic Center:** Jim Haas, chair of Civic Pride, reported on plans to upgrade Civic Center, including improved lighting, pedestrian/transit connections, and planning for Fulton Street and use of Brooks Hall.

The Commission heard testimony from Dalisay Bocobo-Balunsat; Bonnie Sherk, director of Civic Center Living Library Project; and Ed Regan.

7.A. **Recommendation to the Commission to (1) approve acceptance of the George Rickey sculpture *Double L Excentric Gyratory* and (2) approve location at the northwest corner of the Main Library:** Vice President Streets reported the Finance, Operations, and Building Committee's recommendation to accept the gift of the *Double L* and to install it at the northwest corner of the Main.

7.B. **Recommend to the Commission to refer a request to the Ethics Commission to develop a code of ethics for use by nonprofit organizations associated with city agencies:** Vice President Streets and Commissioner Agnos reported the recommendation of the Finance, Operations, and Building Committee to request the Ethics Commission to develop a code of ethics for use by nonprofits associated with municipal agencies.

7.C. **Capital construction projects report:** Vice President Streets reported that the Department of Public Works and the City Attorney are working with vendors to resolve unsettled claims resulting from the construction of the Main Library.

The commissioner indicated that the renovation project for Mission Branch is back on schedule and that sufficient resources for the work have been identified.

The Commission heard testimony from Mr. Gillespie, Mr. Warfield, Mr. Hale, Ms. Bocobo-Balunsat, and Ms. Boler.

7.D. **Responses to questions raised at February 18, 1997, Finance Committee meeting regarding BALIS grant to purchase Z39.50 server-software package:** Ms. Page described search and graphics advantages of Z39.50 software and made corrections in the written summary of the software that was provided to the public. In response to a request from a member of the public, Vice President Streets agreed that a revised summary showing the corrections would be distributed to the mailing list that received the original.

The Commission heard testimony from Mr. Warfield and Lee Gertler.

8. **Discussion and possible action to accept Finance, Operations, and Building Committee recommendations regarding George Rickey sculpture:** Library commissioners and members of the public attending the meeting joined in expressing interest in the *Double L* sculpture as a piece of art, and sought additional information regarding the site that the library had proposed. The Arts Commission will be requested to provide graphics illustrating how the sculpture would appear if installed.

9. **Discussion and possible action to accept Finance, Operations, and Building Committee recommendation regarding request to the Ethics Commission:** Members of the public expressed their desire for the Library Commission to develop specific terms for an ethics code for library-related organizations, and for the organizations affiliated with the library to develop and present a code of ethics.

Members of the Commission sought to engage other city departments in the development of a code of ethics that would provide a larger perspective, and President Coulter emphasized that the Public Library and Commission are in no way dissatisfied with the nonprofit organizations affiliated with the library.

10. **Report on policy for naming a branch library:** Commissioner Llorente, chair of the Planning and Policy Committee, anticipated that the committee would submit a draft policy for naming branches to the Commission at its next meeting.

11. **Librarians' Guild report:** No report

12.A. **Reading of tentative ruling and court order in *Public Access Project and James Chaffee v. San Francisco Library Commission*:** See minutes of the regular meeting of Tuesday, April 1, 1997.

12.B. **Discussion and possible action to recommend to City Attorney to appeal the decision in this matter:** See minutes of the regular meeting of Tuesday, April 1, 1997.

12.C. **Addition of an agenda item:** Sandra Schaefer, Deputy City Attorney, requested that the Commission add an item to the agenda in order to consider a complaint filed with the court which would require response prior to the next meeting of the Commission.

12.D. **Response to a lawsuit filed against the Library Commission:** See minutes of the regular meeting of Tuesday, April 1, 1997.

13. **New business:** The Commission heard testimony from Mr. Regan; Margie O'Driscoll, executive director of Friends of the Public Library; Ms. Bocobo-Balusat; Mr. Kirwan; and Ms. Boler.

14. **Public comment:** The Commission heard testimony from Mr. Hale; Mr. Kirwan; Ms. Boler; Mr. Regan; Ms. Bocobo-Balunsat, retired librarian; and an anonymous citizen.

15. **Closed session:** See minutes of the regular meeting of Tuesday, April 1, 1997.

16. **Reconvene open session:** See minutes of the regular meeting of Tuesday, April 1, 1997.

17. **Adjournment:** See minutes of the regular meeting of Tuesday, April 1, 1997.

C. Windsor
June 2, 1997

SAN FRANCISCO PUBLIC LIBRARY
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APR 04 1997
SAN FRANCISCO
PUBLIC LIBRARY

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Brown, Jr.
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Secretary

NOTICE OF SPECIAL MEETING

President Steven A. Coulter has called a special meeting of the San Francisco Public Library Commission as follows:

DATE: **Tuesday, April 15, 1997**

TIME: **6:00 PM** [following the Finance/Operations/Building Committee)

PLACE: **Latino/Hispanic Community Meeting Room,**
Main Library, Civic Center

AGENDA:

1. **Call to order**

2. **Placement of Rickey Sculpture** **ACTION**

   Discussion and possible action to accept Finance, Operations and Building Committee recommendation to approve the installation location of the Rickey sculpture at the northwest corner of the new Main Library

3. **Bylaws Change** **ACTION**

   Discussion and possible action to form policy to provide a Secretary's Supplementary Report to minutes and to change bylaws regarding structure of minutes of full Commission and Commission committee meetings

4. **Adjournment** (requires motion and public comment) **ACTION**

04/04/97
M. Culver

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

03/27/97

M. Culver

CITY AND COUNTY OF SAN FRANCISCO
LOUISE H. RENNE
City Attorney

OFFICE OF THE CITY ATTORNEY
SANDRA K. SCHAEFER
Deputy City Attorney
DIRECT DIAL: (415) 554-4259

APRIL 4, 1997

Please attach a copy of this memo to the agenda for the April 15th Special meeting to fulfill our obligation to give 10 days notice prior to any proposed bylaws change.

Proposed changes: Old Version amended: Additions are underlined; deletions are enclosed in ((double parentheses)).

Section 3: Meeting Minutes

Minutes shall be taken at every Committee and Commission meeting. The minutes shall state, at minimum, the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the Commission began and ended any closed session, a list of those members of the public who spoke on each matter (if the speakers identified themselves), whether such speakers supported or opposed the matter and the time the meeting was adjourned. Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body. ((In most cases, the minutes will state the positions of each speaker and a brief statement of the content of each presentation and of any resulting questions or discussion by the Commission. The presiding officer, at his/her sole discretion, can instruct the Secretary to prepare minutes that only reflect the items referenced above whenever Commission meetings are abnormally long or the minutes will be abnormally complicated.))

New version:

Minutes shall be taken at every Committee and Commission meeting. The minutes shall state, at minimum, the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the Commission began and ended any closed session, a list of those members of the public who spoke on each matter (if the speakers identified themselves), whether such speakers supported or opposed the matter and the time the meeting was adjourned. Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body.

FOX, 1390 MARKET STREET, FIFTH FLOOR, SAN FRANCISCO, CALIFORNIA 94102-5402
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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
DRAFT minutes of the special meeting of Tuesday, April 15, 1997

The San Francisco Public Library Commission held a special meeting on Tuesday, April 15, 1997, in the Main Library, Civic Center.

CALL TO ORDER: 6:10 PM

MEMBERS ATTENDING THE MEETING: Commissioners Lonnie K. Chin; Steven A. Coulter, President; Charles A. Higueras, A.I.A.; Ernest H. Llorente; Carol Steiman; and Fran A. Streets, Vice President. Commissioner Sherry Agnos was excused.

PLACEMENT OF RICKEY SCULPTURE

Motion: Vice President Streets moved to approve the installation location of the Rickey sculpture at the northwest corner of the new Main Library

Members of the public who spoke: Deetje Boler; Margie O'Driscoll spoke in support; Jim Van Buskirk spoke in support; Jim Kirwan; Peter Warfield; Marsha Loweder spoke in support; and Bonnie Sherk spoke in support

Action: Approved by a vote of 6 - 0

Voting support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman and Streets

BYLAWS CHANGE

Motion: Commissioner Chin moved that the bylaws be changed to reflect the minimal version of minutes as noticed and presented in the handout materials.

"Minutes shall be taken at every Committee and Commission meeting. The minutes shall state, at minimum, the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the Commission began and ended any closed session, a list of those

members of the public who spoke on each matter (if the speakers identified themselves), whether such speakers supported or opposed the matter and the time the meeting was adjourned. Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body."

Members of the public who spoke: Melissa Riley opposed the matter; an anonymous citizen opposed the matter; speaker who declined to state name opposed the matter; Ms. Boler opposed the matter; Timothy Gillespie opposed the matter; and Mr. Warfield opposed the matter.

Action: Approved by a vote of 6 - 0

Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman and Streets

Motion: Commissioner Llorente moved that the secretary prepare a supplementary report after each Commission meeting which will state the topics which were more than minimally discussed at the meeting and briefly summarize the content of each discussion. This report will be available for review when completed and will be included in the next regular Commission mailing after completion.

Members of the public who spoke: Ms. Riley opposed the matter; Mr. Gillespie opposed the matter; Ms. Boler opposed the matter; and Mr. Warfield opposed the matter.

Action: Approved by a vote of 5 - 0

Voting in support of the motion: Commissioners Coulter, Higueras, Llorente, Steiman and Streets

Voting in opposition to the motion: Commissioner Chin

Motion: Commissioner Llorente moved that the Commission Secretary add to the minute book any written additions or corrections to the Secretary's Supplementary Report which correct that the submitter contends will clarify what he/she said at the meeting. The submission will be stamped: "Received but not approved by the Commission on _____(date). This submission is not a part of the Minutes of the Library Commission. ______(Secretary's initials)"

Member of the public who spoke: Ms. Boler

Action: Approved by a vote of 5 - 0

Voting in support of the motion: Commissioners Coulter, Higueras, Llorente, Steiman and Streets

Voting in opposition to the motion: Commissioner Chin

ADJOURNMENT

Motion: Commissioner Chin moved to adjourn the special meeting of April 15, 1997, of the San Francisco Public Library Commission.

Action: Approved by a vote of 6 - 0

Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman and Streets

The special meeting of Tuesday, April 15, 1997, of the San Francisco Public Library Commission adjourned at 7:30 PM.

These are draft minutes subject to approval of the San Francisco Public Library Commission. Copies of handouts are available in the office of the Commission Secretary, 100 Larkin Street, Sixth Floor, Civic Center, San Francisco, CA 94102-4705.

04/18/97
M. Culver

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DRAFT

DOCUMENTS DEPT.
JUN 06 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the special meeting of April 15, 1997

The San Francisco Public Library Commission held a special meeting on Tuesday, April 15, 1997, in the Main Library, Civic Center.

Call to order: 6:10 PM

Members attending the meeting: Commissioners Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; Carol Steiman; and Fran Streets, Vice President. Commissioner Sherry Agnos was excused.

PLACEMENT OF THE GEORGE RICKEY SCULPTURE *DOUBLE L EXCENTRIC GYRATORY*

Motion: Commission Vice President Streets moved to accept the Finance, Operations, and Building Committee's recommendation to approve the installation location of the Rickey sculpture at the northwest corner of the new Main Library.

Members of the public who spoke: Deetje Boler spoke regarding the matter; Margie O'Driscoll, former director of the Arts Commission, supported the matter; Jim Van Buskirk, library staff member, supported the matter; Jim Kirwan spoke regarding the matter; Peter Warfield spoke regarding the matter; Marcia Dale LeWinter, SPUR/A.I.A. joint task force on Civic Center, spoke regarding the matter; Bonnie Sherk, director of Civic Center Living Library Project, spoke regarding the matter.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

ACTION TO FORM POLICY TO PROVIDE A SECRETARY'S SUPPLEMENTARY REPORT TO MINUTES AND TO CHANGE BYLAWS REGARDING STRUCTURE OF MINUTES OF COMMISSION AND COMMISSION-COMMITTEE MEETINGS

Motion: Commissioner Chin moved the following change of bylaws to approve the form of minutes as noticed and as presented in the handout materials:

> Minutes shall be taken at every committee and Commission meeting. The minutes shall state, at minimum, the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the Commission began and ended any closed session, a list of those members of the public who spoke on each matter if the speakers identified themselves, whether such speakers supported or opposed the matter, and the time the meeting was adjourned. Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body.

Members of the public who spoke: Melissa Riley, Librarians' Guild/LEUC, opposed the matter; an anonymous citizen opposed the matter; a second anonymous citizen opposed the matter; Deetje Boler opposed the matter; Timothy Gillespie opposed the matter.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Motion: Commissioner Llorente moved that the secretary prepare a supplementary report after each Commission meeting which will state the topics which were more than minimally discussed at the meeting and briefly summarize the content of discussion; the supplementary report will be available for review when completed and will be included in the next regular Commission mailing after completion.

Members of the public who spoke: Melissa Riley, LEUC/Librarians' Guild, spoke regarding the matter; Timothy Gillespie spoke regarding the matter; an anonymous citizen opposed the matter; Deetje Boler opposed the matter.

Action: Approved by a vote of 5 - 1. Voting in support of the motion: Commissioners Coulter, Higueras, Llorente, Steiman, and Streets. Voting in opposition to the motion: Commissioner Chin.

Motion: Commissioner Llorente moved that the secretary add to the file any written additions or corrections to the secretary's supplementary report which correct or which the submitter contends will clarify what he or she said at the meeting; and that the submission will be stamped thus:

> Received on __________ (date)

from a member of the public
__________ (secretary's initials)
Not approved by the Library Commission
Not part of Library Commission minutes

Members of the public who spoke: Deetje Boler spoke regarding the matter; an anonymous citizen spoke regarding the matter.

Action: Approved by a vote of 5 - 1. Voting in support of the motion: Commissioners Coulter, Higueras, Llorente, Steiman, and Streets. Voting in opposition to the motion: Commissioner Chin.

ADJOURNMENT

Motion: Vice President Streets moved to adjourn.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

The special meeting of Tuesday, April 15, 1997, of the San Francisco Public Library Commission adjourned at 7:30 PM.

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of handouts are available in the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

C. Windsor
June 4, 1997

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
JUN 11 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Approved minutes of the special meeting of April 15, 1997

The San Francisco Public Library Commission held a special meeting on Tuesday, April 15, 1997, in the Main Library, Civic Center.

Call to order: 6:10 PM

Members attending the meeting: Commissioners Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; Carol Steiman; and Fran Streets, Vice President. Commissioner Sherry Agnos was excused.

PLACEMENT OF THE GEORGE RICKEY SCULPTURE *DOUBLE L EXCENTRIC GYRATORY*

Motion: Commission Vice President Streets moved to accept the Finance, Operations, and Building Committee's recommendation to approve the installation location of the Rickey sculpture at the northwest corner of the new Main Library.

Members of the public who spoke: Deetje Boler spoke regarding the matter; Margie O'Driscoll, former director of the Arts Commission, supported the matter; Jim Van Buskirk, library staff member, supported the matter; Jim Kirwan spoke regarding the matter; Peter Warfield spoke regarding the matter; Marcia Dale LeWinter, SPUR/A.I.A. joint task force on Civic Center, spoke regarding the matter; Bonnie Sherk, director of Civic Center Living Library Project, spoke regarding the matter.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Civic Center
San Francisco, California 94102

ACTION TO FORM POLICY TO PROVIDE A SECRETARY'S SUPPLEMENTARY REPORT TO MINUTES AND TO CHANGE BYLAWS REGARDING STRUCTURE OF MINUTES OF COMMISSION AND COMMISSION-COMMITTEE MEETINGS

Motion: Commissioner Chin moved the following change of bylaws to approve the form of minutes as noticed and as presented in the handout materials:

> Minutes shall be taken at every committee and Commission meeting. The minutes shall state, at minimum, the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the Commission began and ended any closed session, a list of those members of the public who spoke on each matter if the speakers identified themselves, whether such speakers supported or opposed the matter, and the time the meeting was adjourned. Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body.

Members of the public who spoke: Melissa Riley, Librarians' Guild/LEUC, opposed the matter; an anonymous citizen opposed the matter; a second anonymous citizen opposed the matter; Deetje Boler opposed the matter; Timothy Gillespie opposed the matter.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Motion: Commissioner Llorente moved that the secretary prepare a supplementary report after each Commission meeting which will state the topics which were more than minimally discussed at the meeting and briefly summarize the content of discussion; the supplementary report will be available for review when completed and will be included in the next regular Commission mailing after completion.

Members of the public who spoke: Melissa Riley, LEUC/Librarians' Guild, spoke regarding the matter; Timothy Gillespie spoke regarding the matter; an anonymous citizen opposed the matter; Deetje Boler opposed the matter.

Action: Approved by a vote of 5 - 1. Voting in support of the motion: Commissioners Coulter, Higueras, Llorente, Steiman, and Streets. Voting in opposition to the motion: Commissioner Chin.

Motion: Commissioner Llorente moved that the secretary add to the file any written additions or corrections to the secretary's supplementary report which correct or which the submitter contends will clarify what he or she said at the meeting; and that the submission will be stamped thus:

> Received on __________ (date)

from a member of the public
__________ (secretary's initials)
Not approved by the Library Commission
Not part of Library Commission minutes

Members of the public who spoke: Deetje Boler spoke regarding the matter; an anonymous citizen spoke regarding the matter.

Action: Approved by a vote of 5 - 1. Voting in support of the motion: Commissioners Coulter, Higueras, Llorente, Steiman, and Streets. Voting in opposition to the motion: Commissioner Chin.

ADJOURNMENT

Motion: Vice President Streets moved to adjourn.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

The special meeting of Tuesday, April 15, 1997, of the San Francisco Public Library Commission adjourned at 7:30 PM.

The minutes of the special meeting of April 15, 1997, were approved by action of the San Francisco Public Library Commission at its regular meeting of June 10, 1997.

Cooley Windsor

JUN 11 1997

Cooley Windsor
Secretary II

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

5/97
-1

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

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NOT APPROVED BY THE LIBRARY COMMISSION
NOT PART OF LIBRARY COMMISSION MINUTES

SECRETARY'S SUPPLEMENTARY REPORT regarding the special Commission meeting of Tuesday, April 15, 1997

1. **Call to order:** See minutes of the special meeting of April 15, 1997.

2. **Placement of Rickey sculpture:** Stanlee Gatti, president of the Arts Commission, and Debra LeHane, Arts Commission director, provided a graphic which illustrated the *Double L* sculpture's appearance if it were installed as proposed at the northwest corner of the new Main Library.

   In response to questions from commissioners and the public, President Gatti pointed out that five outdoor modern art pieces are currently displayed in the Civic Center area, and that *Double L* will be the sixth. He and Commissioner Higueras addressed possible safety issues regarding the *Double L*'s motion and the base to which it will be attached. President Gatti assured the Library Commission that the Arts Commission will be fully responsible for the costs of upkeep and maintenance of the sculpture, and he expressed gratitude to Carl Djerassi for generously donating the work to the city.

3. **Bylaws change:** Sandra Schaefer, Deputy City Attorney, advised the Commission that the format under consideration for minutes of meetings is fully compliant with the requirements of the Brown Act and Sunshine Ordinance.

   Members of the public cautioned that the revised format would reduce the information available to the public, represented a break with the library's tradition, did not adequately provide for correction of the secretary's supplementary report, and might lessen public participation.

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Commissioners responded that the proposal will provide a record of actions in the minutes, a summary of each meeting written by the secretary, and that the Public Library will maintain the audiotapes of each Commission meeting for a minimum of five years. President Coulter asserted the library's intention to considerably exceed the minimum record required by law, and to include within the file of each meeting the secretary's narrative, and to permit individuals to submit corrections to the narrative in writing for inclusion in that file.

During discussion of Commissioner Llorente's motion that a supplementary report be prepared after each Commission meeting, Commissioner Chin voiced concern regarding prioritization of the secretary's workload and the need to maintain flexibility in staff assignments. The commissioner indicated that she could not support the matter without explicit language to that effect in the motion.

4. **Adjournment:** See minutes of the special meeting of April 15, 1997.

C. Windsor
June 4, 1997

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: Tuesday, May 6, 1997

TIME: 5:30 p.m.

PLACE: Latino-Hispanic Community Meeting Room
Main Library
100 Larkin Street
San Francisco

AGENDA:

1. Call to order

2. Minutes

Approval of the following Commission meeting minutes:

December 3, 1996
January 7, 1997
January 21, 1997

3. Presentation of the mural "Perhaps Better Voices" by the artist Emanuel Paniagua, donated to the Library by Carlota del Portillo, with additional funding for installation and maintenance provided by the Library Foundation

4. Report on Library use and events
Marcia Schneider, Acting Chief of Branches/Community Relations

5. Presentation of Library's Strategic Audit
Steve Agostini, Mayor's Budget Director

No support materials on this item are available at the time of printing of this notice.

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TELEPHONE 415.557.4233

6. Finance, Operations and Building Committee report
Commission Vice-President Fran A. Streets

A. Capital construction projects report
B. Events management program report

7. Planning and Policies Committee report
Commissioner Ernest H. Llorente

A. Discussion and possible action regarding policy for changing the name of a Branch Library ACTION

8. Report on Library service improvements
Kathy Page, Acting City Librarian

Main Library Collections Shift

9. Librarians' Guild report

A. Citizens' Advisory Committee on Collection Management
B. Concerns regarding Library staffing and shelving

10. New business

This item is to allow Commissioners to introduce new agenda items for consideration

11. Public comment

This item is to allow members of the public comment generally on matters within the Commission's purview as well as to introduce new agenda items for the Commission's consideration.

12. Adjournment (requires motion and public comment) ACTION

5/2/97

DRAFT

PROPOSED POLICY FOR CHANGING THE NAME OF A BRANCH LIBRARY

To be considered by the
Library Commission
May 8, 1997

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POLICY

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify the facility with the neighborhood or the neighborhood it primarily serves. Anyone interested in finding a library can therefore immediately ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for specific individuals or entities. However, there may be reasons so compelling that adding a name of a person to the geographical name of a specific library may be an appropriate honor.

The person so honored will, upon his or her passing, have performed such a myriad of services and dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the library in substantial ways. The depth and breadth of the contributions would be so obvious and compelling that the various segments of the library/branch community are of one mind in their desire to honor this individual. This great service will reflect a dedication and beneficence to the library over a great span of time.

It is our intention that naming a library for a person is a rarity and that the dedication and service to the library is recognized as rare, unique and of the highest quality.

PROCEDURES FOR THE PUBLIC INVESTIGATION OF THE NAME CHANGE

1. Any members of the Library Commission or a member of the public may propose a name change in writing to the Library Commission or at any regularly scheduled meeting of the Library Commission. However, the proposer must have done extensive and rigorous research to demonstrate that the individual or group has met the stringent criteria of dedicated service and benefit to the library.

2. The President of the Library Commission shall assign the branch library name change to the chair of the Planning and Policy Committee. The chair of the Planning and Policy Committee shall schedule the item for general discussion and receive public comment at several scheduled meetings of the Planning and Policy Committee meeting.

San Francisco Public Library Memorandum

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To: Kathy Page. Acting City Librarian

CC: Members of the Library Commission Finance and Buildings Committee

From: David Price. Assistant to the City Librarian

Roger Wong, DPW. Project Manager

David Price
Roger

Date: April 10. 1997

Re: Mission Branch and Branch Library Capital Projects

Mission Branch Library Capital Projects History. In 1988. the Library Department passed a major bond issue. including a New Main Library, renovations for six branch libraries. and 10 building evaluation studies. Of these projects the Mission Branch Library was initially budgeted for $1,000,000. Additionally, a State Library grant of $696.579 was added to the project in 1993. In 1994, a 50% design development estimate indicated that the project would require additional money, and a new budget was estimated at $3.757.000. In April 1995. a value engineering recommendation was adopted to revise the budget to $3.154.000. In September 1996. the project estimate from the DPW Project Manager was $4.204.000. After concern expressed by the Library Department and a request to limit the Library's financial liability to $3.600.000. a $4.220.000 budget was agreed upon with the Library Department allocating $3.600.000 and the Department of Public Works allocating $620.000. In February 1997. regularly scheduled meetings begin implementing the project designs and schedules. and the final preparation of a Memorandum of Understanding between the two city departments.

Mission Branch Project Status. The following points indicate the details of the status of the Mission Branch Library Project:

- ***Financial Status***. The financial status of the Mission Branch Library was resolved through an agreement reached at a meeting with the Department of Public Works (DPW) on February 12. 1997. The project renovation budget is $4,220,000 with the Library Department supplying $3.600,00 and the Department of Public Works supplying $620.000 from other city-wide capital funds. This agreement allows for the full renovation of the Mission Branch Library as designed and financially projected on December 13. 1996. Currently, the Department of Public Works and the Library Department are reviewing the cost allocations for the project to insure that all accounts are placed to the December 13. 1996 project projections.

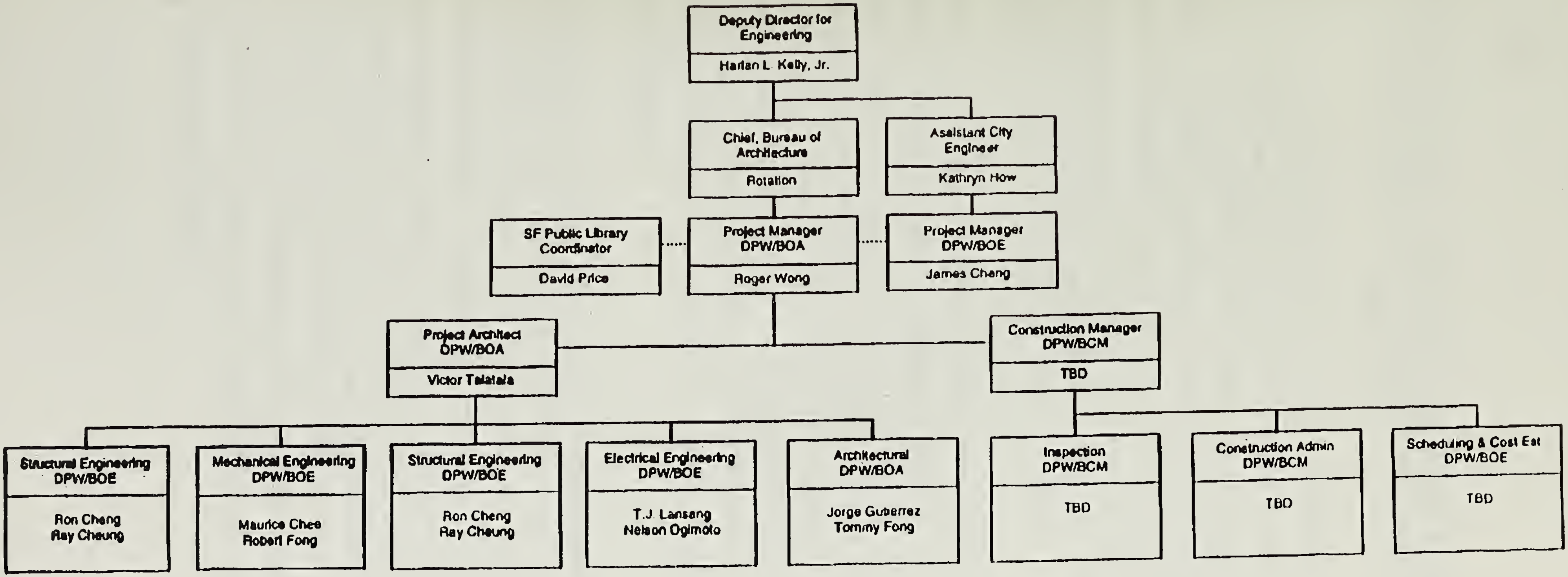
- ***Memorandum of Understanding.*** The current status of the Memorandum of Understanding between the Department of Public Works and the Library Department is the creation of an outline of critical points to be covered. The two departments have concurrently reviewed MOU'S between the DPW and the Asian Art Museum, the DPW and the Sheriff's Department, and the *Standard Form of Agreement Between Owner and Architect for Designated Services.* These documents are serving as the source documents for the final preparation of the MOU. Also, in a meeting on April 3, 1997, we agreed to include *actual* accomplishments to date in the MOU.

- ***Branch Rental Space.*** In 1996, the Library Department began searching for rental space to replace the Mission Branch during its construction renovation period. Through the Department of Real Estate, the Library Department found suitable space at 2601 Mission Street, Fifth Floor, in an approximate 5,000 square feet area. The space will be the temporary home of the Mission Branch and will cost the Library Department $1.25 per square foot, $6,250 per month. The rental rate includes janitorial services, and utilities will be offset by property tax exemptions. The lessor will renovate the premises for handicap access including the restrooms and the west elevator. Lessor will paint, re-carpet premises, replace existing ceiling tiles as necessary, and remove the wall separating the larger office areas. The expected date of leasing the temporary branch rental space is approximately June 1, 1997.

- ***Renovation Project Schedule.*** The Project Schedule has been the most dynamic aspect of the Mission Branch Library project to this time. The Library Department and the Department of Public Works are in the process of updating the project schedule.

- ***Project and Public Communications.*** Commissioner Charles Higueras will represent the Library Commission; David Price, Richard Walsh, and Marcia Schnieder will represent the Library Administration; and Roger Wong and Jim Cheng will represent the Department of Public Works. These individuals plus selected staff from both Departments will comprise the Mission Branch Working Team. The attached project organization chart illustrates the primary lines of communication. Additionally, public communication will be handled by a designated representative(s) depending upon the specific situation. For example, Marcia Schnieder recently reported to a Mission neighborhood association on the progress of the project, as well as responded to the Mayor's Office on the projected closure period.

Mission Branch Library Renovation
Project Team


Deputy Director for Engineering
Harlan L. Kelly, Jr.
Chief, Bureau of Architecture
Rotation
Assistant City Engineer
Kathryn How
SF Public Library Coordinator
David Price
Project Manager DPW/BOA
Roger Wong
Project Manager DPW/BOE
James Chang
Project Architect DPW/BOA
Victor Talatala
Construction Manager DPW/BCM
TBD
Structural Engineering DPW/BOE
Ron Cheng
Ray Cheung
Mechanical Engineering DPW/BOE
Maurice Chee
Robert Fong
Structural Engineering DPW/BOE
Ron Cheng
Ray Cheung
Electrical Engineering DPW/BOE
T.J. Lansang
Nelson Ogimoto
Architectural DPW/BOA
Jorge Gutierrez
Tommy Fong
Inspection DPW/BCM
TBD
Construction Admin DPW/BCM
TBD
Scheduling & Cost Est DPW/BOE
TBD

City & County of San Francisco
Department of Public Works
Bureau of Architecture

Mission Branch Library Renovation
Project Team

Prepared by: Roger Wong
Date: March 26, 1997
Revised:

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LIBRARIANS' GUILD STATEMENT ON A CITIZENS' ADVISORY COMMITTEE ON COLLECTION MANAGEMENT

May 6, 1997

The Library system has problems that need to be resolved. What complicates our problems is that the public is not clear on what we do in a library and how we do it. It is perhaps taken for granted that a primary component of a public library's mission is to serve as a continuing education institution. We are the key to knowledge for many. It is regrettable then that we have not educated our patrons about *us*. In the case of our collections and how they are maintained there is much that the public, the press and, with all due respect, the Commission does not know about library practices.

This, however, is a problem that can be fixed with the library administration spearheading the effort, but *not* by adding yet another layer beween us and the public, as the Citizens Advisory Committee would be. For example, a committee of librarians devoted to community relations, producing press releases, information sheets, even going out to neighborhoods on speaking engagements, could directly inform the public about what we do and why we do it. Alternatively, the Commission and Administration could host public forums offering distinguished panelists who could enlighten all concerned citizens on the issues.

Much has been done already. While the controversy regarding the new Main and the disposition of the collection has been painful, the controversy has led to two positive developments: 1) the appearance of a panel of experienced, professional librarians at a commission meeting to talk about the issue of collection management, and 2) the Library's commitment to provide professional training systemwide on all aspects of collection management. This training is being developed by the staff of SFPL and will be geared to the needs of the branch, Main and children's librarians. We always welcome professional training and are pleased to be offered the opportunity to discuss the issues with our colleagues. With staff training on collection management in place, everyone will benefit.

The librarians at SFPL are currently kept well-informed of the concerns of the public regarding their collections. We have in place the Council of Neighborhood Libraries whose members advocate for their community's needs at the local and the systemwide level. The front-line librarians have constant contact with the public and know what their patrons are looking for. We know that the public wants books along with technology. We know what people have asked for in the past, what they request from interlibrary loan and we even anticipate future needs for specific titles and subjects.

There is a larger issue at stake here - the public librarian's role in preserving information and knowledge in a way free of influence by groups or ideologies. That is a large responsibility and one which we take very seriously. No one group should be allowed to have influence over our collection management decisions. This Committee opens the door for any group bent on censoring what we collect, limiting access to our collections, or destroying what we have already collected. This is far too dangerous for the undefined benefits of having such a committee. Our charge - and it is ours alone - is to know our communities and to do our best to provide a balanced collection of material that satisfies the educational, intellectual and recreational reading needs of the citizens of SF.

Lastly, we question whether creation of such a body falls within the Library Commission's purview. According to the charter section relevant to boards and commissions, the Library Commission may only hear testimony on issues and investigate problems within the department, not create a separate body which will advise professional staff on how to do their jobs.

From ALA's Intellectual Freedom Manual, 1996, p. 205:

> "Although selection of materials will, of course, involve many people other than professionally trained librarians, ultimate responsibility should be delegated by the Library's governing body to the professional staff. "

We believe that a Citizens'Advisory Committee on Collection Management would not be a legal, viable or ethical body. We advise against its creation, and ask the Commission to work with the Library administration and the staff to inform and enlighten the public on issues affecting the Library.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4 Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

with generally

From: Charter Of The City and County of San Francisco, 1996

City and County.

Vacancies on appointive boards, commissions or other units of government shall be filled for lance of the unexpired term in the manner prescribed by this Charter or ordinance for initial appointments.

Terms of office shall continue as they existed on the effective date of this Charter.

SEC. 4.102. BOARDS AND COMMISSIONS — POWERS AND DUTIES.

Unless otherwise provided in this Charter, each appointive board, commission or other unit of government of the executive branch of the City and County shall:

1. Formulate, evaluate and approve goals, objectives, plans and programs and set policies consistent with the overall objectives of the City and County, as established by the Mayor and the Board of Supervisors through the adoption of City legislation;

Develop and keep current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals, subject to review and approval by the Mayor and the Board of Supervisors;

After public hearing, approve applicable departmental budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors, subject to the Mayor's authority to initiate, prepare and submit the annual proposed budget on behalf of the executive branch and the Board of Supervisors' authority under Section 9.103;

Recommend to the Mayor for submission to the Board of Supervisors rates, fees and similar charges with respect to appropriate items coming within their respective jurisdictions;

Unless otherwise specifically provided, submit to the Mayor at least three qualified applicants, and if rejected, to make additional nominations in the same manner, for the position of department head, subject to appointment by the Mayor;

Remove a department head; the Mayor may recommend removal of a department head to the commission, and it shall be the commission's duty to act on the Mayor's recommendation by removing or retaining the department head within 30 days; failure to act on the Mayor's recommendation shall constitute official misconduct;

7. Conduct investigations into any aspect of governmental operations within its jurisdiction through the power of inquiry, and make recommendations to the Mayor or the Board of Supervisors;

8. Exercise such other powers and duties as shall be prescribed by the Board of Supervisors; and

9. Appoint an executive secretary to manage the affairs and operations of the board or commission.

In furtherance of the discharge of its responsibilities, an appointive board, commission or other unit of government may:

10. Hold hearings and take testimony; and

11. Retain temporary counsel for specific purposes, subject to the consent of the Mayor and the City Attorney.

Each board or commission, relative to the affairs of its own department, shall deal with administrative matters solely through the department head or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of a board or commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the board or commission's powers of hearing and inquiry as provided in this Charter.

SEC. 4.103. BOARDS AND COMMISSIONS — ANNUAL REPORT.

As of the operative date of this Charter and until this requirement is changed by the Board of Supervisors, each board and commission of the City and County shall be required by ordinance to prepare an annual report describing its activities, and shall file such report with the Mayor and the Clerk of the Board of Supervisors. The Annual Report can be included in the Annual Statement of Purpose as provided for in Section 4.102(2).

SEC. 4.104. BOARDS AND COMMISSIONS — RULES AND REGULATIONS.

Unless otherwise provided in this Charter, each appointive board, commission or other unit of government of the executive branch of the City and County shall:

1. Adopt rules and regulations consistent with this Charter and ordinances of the City and County. No rule or regulation shall be adopted, amended or repealed, without public hearing. At least ten days public notice shall be given for such public hearing. All such rules and regulations shall be filed with the Clerk of the Board of Supervisors.

2. Hold meetings open to the public and encourage the participation of interested persons. Except for the actions taken at closed sessions, any action taken at other than a public meeting shall be void. Closed sessions may be held in accordance with applicable state statutes and ordinances of the Board of Supervisors.

3. Keep a record of the proceedings of each regular or special meeting. Such record shall indicate how each member voted on each question. These records, except as may be limited by state law or ordinance, shall be available for public inspection.

The presence of a majority of the members of an appointive board, commission or other unit of government shall constitute a quorum for the transaction of business by such body. Unless otherwise required by this Charter, the affirmative vote of a majority of the members shall be required for the approval of any matter, except that the rules and regulations of the body may provide that, with respect to matters of procedure the body may act by the affirmative vote of a majority of the members present, so long as the members present constitute a quorum. All appointive boards, commissions or other units of government shall act by a majority, two-thirds, three-fourths or other vote of all members. Each member present at a regular or special meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present.

SEC. 4.105. PLANNING COMMISSION.

GENERAL

The Planning Commission shall consist of seven members appointed by the Mayor, pursuant to Section 3.100, for four-year terms. Members may be removed by the Mayor. The Mayor shall designate the initial two and four year terms of office of the two members replacing the ex officio members under the Charter of 1932.

The Commission shall provide the Mayor with at least three qualified candidates for Director of Planning, selected on the basis of administrative and technical qualifications, with special regard for experience, training and knowledge in the field of city planning.

The Commission may contract with consultants for such services as it may require subject to the fiscal provisions of this Charter.

GENERAL PLAN

The Commission shall periodically recommend to the Board of Supervisors for approval or rejection proposed amendments to the General Plan. If the Board of Supervisors fails to act within 90 days of receipt, the proposed General Plan or amendments shall be deemed approved. The General Plan which will initially consist of the Master Plan in effect immediately prior to the effective date of this Charter shall consist of goals, policies and programs for the future physical development of the City and County that take into consideration social, economic and environmental factors. In developing their recommendations, the Commission shall consult with commissions and elected officials, and shall hold public hearings as part of a comprehensive planning process. The Planning Department, in consultation with other departments and the City Administrator, shall periodically prepare special area, neighborhood and other plans designed to carry out the General Plan, and periodically prepare implementation programs and schedules which link the General Plan to the allocation of local, state and federal resources. The Planning Department may make such other reports and recommendations to the Mayor, Board of Supervisors and other offices and governmental units as it may deem necessary to secure understanding and a systematic effectuation of the General Plan.

In preparing any plans, the Planning Department may include plans for systems and areas within the Bay Region which have a planning relationship with the City and County.

REFERRAL OF CERTAIN MATTERS

The following matters shall, prior to passage by the Board of Supervisors, be submitted for written report by the Planning Department regarding conformity with the General Plan:

1. Proposed ordinances and resolutions concerning the acquisition or vacation of property by, or a change in the use or title of property owned by, the City and County;

2. Subdivisions of land within the City and County;

3. Projects for the construction or improvement of public buildings or structures within the City and County;

4. Project plans for public housing, or publicly assisted private housing in the City and County;

5. Redevelopment project plans within the City and County; and

6. Such other matters as may be prescribed by

(Continued on next page)

Library
Foundation
Community Support for the
San Francisco Public Library

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Aril 10, 1997

T: Fran Streets
Chair, Finance Committee, San Francisco Public Library Commission

Kathy Page
Acting City Librarian, San Francisco Public Library

Fom: Cindy Morton
Event Space Manager, Library Foundation of San Francisco

Frst and Second Quarter Report (September 1996 - March 1997)

tached is the Events Management Report for the first and second quarters (September 1996 - arch 1997) as required by the Memorandum of Understanding between the Library Foundation ad the City and County of San Francisco acting by and through the San Francisco Public Library.

he Report includes:
(: A complete list of all potential event space users who have requested information (attached),
(): Events that are actually Booked (as well as those that have already occurred),
(i): Gross and net revenues,
(v): Potential renters who could not hold events here because of scheduling conflicts,
(, vi) Instances of non-compliance with the Library's Building Care and Use Policy or unforseen eeds.

i) Events to date (through 3/31/97):
pera Guild Reception
ayor's Children and Youth Summit VIP Reception
eadership San Francisco Reception
argaret Cruz Latina Breast Cancer Foundation Program and Reception
nited Way Reception
mory University Alumni Association Reception and Program
rtho Biotech Reception
SF Alumni Association Dinner
MPAC International Literary Award Dinner
arvard Graduate School of Design Alumni Association Reception

LIBRARY FOUNDATION OF SAN FRANCISCO
San Francisco Public Library
100 Larkin Street
San Francisco, California 94102
Tel 415.391.5582 • Fax 415.437.4855

(ii) Booked Events (Reservations):
African-American Cultural and Historical Society
American Bar Association Litigation Division
"City of Angels" (film location)
The Indus Group
San Francisco Chronicle
Corporate party
National Foundation for Jewish Culture

(iii) Gross and Net Revenues 1st & 2nd Quarter
Gross Revenues (through 3/31/97): $57,750
SFPL Operational Expenses: <$10,812>
Net Revenues: $46,938

Invoices (Booked Events): $57,700
Gross Reservations (Bookings Pending): $49,000
Total Gross Revenues (through 12/31/97): $164,450

(iv) Conflicts:
13 potential events were not booked due to scheduling conflicts.

(v) Compliance with the Library's Building Care and Use Policy:
There were no instances of non-compliance with the Building's Care and Use Policy.

(vi) Unforseen needs or requests presented by events space users:
There were no unforseen needs or requests.

Inquiry Log September 1996 through March 1997

(i) All potential events space users who request information

Date	Name/Organ.	Event (& #of people)
9/10	Andi Eric	bar mitzvah. 200
9/12	N. Calif. Book Pub.	Reception. 40
9/16	Jean Colin	bar mitzvah,200
	Anna Montano	Chicano Beat rec.
	Hastings Col. Of Law	Aud. Program
9/17	West. Pension & Benefits	presentation & reception,250
9/23	Sylvia Paul	Delta Point reception, 100
	The Well	launch event
	Horizons Fdtn.	Program, 60
	SBA, Gay/Lesbian Businesses	Workshop, 120
	The Gap	Quarterly Business Mtg.
9/24	New Israel Fund	Sit-down dinner
	Any Event	Corp. Winter Party, 2500
9/25	N. Cal. Grants Makers	Cocktail reception, 150
10/1	Rick Herns Prod.	Large party, 950
10/4	Reiser Almeida	Corp. Party
	Assoc. Bay Area Gov'ts.	Morning Mtg., 75
10/8	SF Art Commission	River of Words Rec., 300
10/9	Harcourt Brace	Reading Rec.
	SFSU	Rec. (in conj. W/SF History exhibit)
10/9	SFSU	Reception
10/15	Informix Software	Large party
	Cunningham Comm.	Press conf. (high tech co.)
	Podiatry College	Sit-down dinner, 150
10/17	Leslie Katz campaign	cocktail rec., 200

Inquiry Log September 1996 through March 1997

Date	Name/Organ.	Event (& #of people)
	Travel & Women	Seminar & party
	Orrick, Herrington	Dinner, 100
	Nat'l Aids Conf.	Rec., 1000
10/28	Eventdesigns	Law firm's holiday party, 500
	Red Herring	Company party, 500
	The Indus Group	Holiday party
11/1	Brian Wilmoth	New Year's Eve party, 1500
11/5	Emory Univ.	Alumni reception, 60
11/6	Nat'l. Heritage Inst.	Small reception, 40
	Int'l. Women's Forum	Large reception, 950
11/8	SF AIDS Fdtn.	Reception
11/12	Pillsbury Madison Sutro	Business meeting
	Nat'l Council of Jewish Women	Luncheon, 40
11/14	Univ. of Iowa	Alumni reception, 60
	Golden Gate Business Assoc.	Not specific
11/18	OPTS Events	Corporate party
	LAVA	Non-profit event, 50
11/20	Nat. Resources Defense Council	Buffet dinner, 700
	Institute of the Future	Dinner
11/22	Feature Film	Location
12/2	SF Art Commission	Reception
12/4	Houghton Mifflin	Reception, 100
	John Korty	Director's Seminar
	Film Arts Fdtn.	General
	SF Film Festival	General
12/5	SMWM	Harvard GSD program & reception
12/9	SF Film Society	"Britain by the Bay" program

Inquiry Log September 1996 through March 1997

Date	Name/Organ.	Event (& #of people)
	Int'l Women's Forum	Annual meeting
12/11	Independent Film	Film location
	Yale Club	Alumni Assoc. Tour, 40
12/12	Shanti Project	Volunteer reception, 500
	Natural Resources Defense Council	Film screening
	Clorox	Corporate dinner, 150
12/12	African American Historical & Cultural Society	Program & Reception, 200
12/13	Mentor Corp.	Reception in conjunction with Plastic Surgeons' Conv., 1700
12/19	Int'l Children's Art Museum	Dinner, 300
12/20	Stereophile Conv.	Reception, 1000
	Wells Fargo Bank	Business meeting, 60
12/28	Univ. Of Minnesota	Alumni reception, 100
1/6	Ortho Biotech	Reception, 400
	SF Symphony	Gala opening
1/8	US Conf. of Mayors	Reception, 600
	DesignTex	Dinner, 80
	Book Tour	Reception for David Osborne, 100
	Brian's Kids	Dinner, 50
1/13	Mary Jung	Asian women's group,reception, 300
	Sun Microsystems	Reception
1/15	Hospitality House	Dinner
1/17	The Indus Group	Holiday party
1/24	Hastings College of Law	Symposium
1/28	Warner Bros.	Feature film location
	Int'l. Women's Forum	Reception
	Rubicon	Dinner, 400

Inquiry Log September 1996 through March 1997

Date	Name/Organ.	Event (& #of people)
1/29	SF Vegetarian's Society	Lecture
1/31	Joseph Lillis	Program & reception
2/4	IMPAC Integrated Systems	Dinner, 150
2/5	Janet Cone	Meeting, 150
2/14	PG&E	Reception, 250
	Cappa & Graham	Reception, 100
	Now We're Cooking	Dinner, 100
2/18	Cornell Univ.	Reception, 150
	Dept. of Educ.	Roundtable, 50
	N. Cal. Grantsmakers	Conference
2/20	Japanese Comm. Youth Council	Fundraiser
2/21	McCall's	Program & Dinner
2/24	Suchman & Assoc.	Reception, 200
2/26	Susan Moses	General info.
2/27	Shulberg Media Works	Lecture
	Now We're Cooking	Holiday party, 500
3/3	McDougall Creative	Corporate meeting
3/6	Random House	Reception, 150
	Protocol Int'l.	General
	The Red Herring	
	American Academy of Otolaryngology	General
3/9	Healthcare Forum	General
	American Academy of Opthamology	General
	ASPRS	General
3/10	Ann Bennett & Assoc.	Holiday party, 175
3/11	Bay Area Brazilian Club	Concert
	San Francisco Chronicle	Holiday party, 600

Inquiry Log September 1996 through March 1997

Date	Name/Organ.	Event (& #of people)
	Louise Brown	General
3/13	Ken Merchant	General
	Pro Ed Communications	Dinner, 150
	Now We're Cooking	Reception
3/14	Cappa & Graham	Dinner, 80
3/18	Hopscotch Press	General
3/19	Amnesty International	Lecture series
	Bryn Mawr College	Program, 35
	R.R. Bowker	Reception, 750-1000
3/20	BankAmerica Fdtn.	The Contributions Council dinner, 80
	ORG	Holiday party, 200
3/25	ABA, SF Division	Reception, 400
3/26	Golden Gate Tennis Club	Reception, 50
3/27	ACLU	Bill of Rights day reception
	Adecco	Holiday party
3/28	Project Inform	Annual dinner, 600
	Asian Employee Assoc., PG&E	Program & reception

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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

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DOCUMENTS DEPT.
MAY 12 1997
SAN FRANCISCO
PUBLIC LIBRARY

L. BROWN, JR.
A. COULTER
\. STREETS
esident
Y AGNOS
E K. CHIN
S A. HIGUERAS, A.I.A.
T H. LLORENTE
. STEIMAN
issioners
TH E. DOWLIN
brarian
ARET W. CULVER
ission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the regular meeting of Tuesday, May 6, 1997

The San Francisco Public Library Commission held a regular monthly meeting on Tuesday, May 6, 1997, in the Main Library, Civic Center.

Call to order: 5:45 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; and Carol Steiman. Commissioner Fran Streets, Vice President, was excused.

ACTION REGARDING POLICY FOR CHANGING THE NAME OF A BRANCH LIBRARY

Motion: Commissioner Llorente agreed to accept the following changes of language in the Proposed Policy for Changing the Name of a Branch Library, dated May 1, 1997:

> In paragraph three of the section titled "Policy," addition of this sentence: "A library shall not be named after a living person"; deletion of ",upon his or her passing,"; deletion of the word "such" from the phrase "...have performed such a myriad of services..."
>
> In the section titled "Procedures for the Public Investigation of the Name Change," the second sentence of item five is revised: "The President of the Library Commission shall provide an opportunity for final public comment on the issue..."

Commissioner Chin moved to adopt the policy as amended.

Members of the public who spoke: Melissa Riley spoke regarding the matter; Deetje Boler spoke regarding the matter; Tom Carey spoke regarding the matter; Peter

Warfield spoke regarding the matter; Joe Rosenthal supported the matter.

Action: Approved as amended by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman.

MINUTES

Motion: Commissioner Llorente moved to approve the minutes of the regular meeting of December 3, 1996.

Member of the public who spoke: Mr. Warfield spoke regarding the matter.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, and Steiman. Commissioner Agnos had left the meeting.

Motion: Commissioner Higueras moved to approve the minutes of the regular meeting of January 7, 1997.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, and Steiman.

Motion: Commissioner Higueras moved to approve the minutes of the special meeting of January 21, 1997.

Members of the public who spoke: Ms. Boler opposed the matter; Mr. Chaffee spoke regarding the matter.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, and Steiman.

ADJOURNMENT

Motion: Commissioner Steiman moved to adjourn.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, and Steiman.

The regular meeting of May 6, 1997, of the San Francisco Public Library Commission adjourned at 10:10 PM.

C. Windsor
May 12, 1997

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of handouts are available in the office of the secretary, Library Commission, 100 Larkin Street, 6th floor, San Francisco, CA 94102-4705.

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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
JUN 11 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Approved minutes of the regular meeting of Tuesday, May 6, 1997

The San Francisco Public Library Commission held a regular monthly meeting on Tuesday, May 6, 1997, in the Main Library, Civic Center.

Call to order: 5:45 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; and Carol Steiman. Commissioner Fran Streets, Vice President, was excused.

ACTION REGARDING POLICY FOR CHANGING THE NAME OF A BRANCH LIBRARY

Motion: Commissioner Llorente agreed to accept the following changes of language in the Proposed Policy for Changing the Name of a Branch Library, dated May 1, 1997:

> In paragraph three of the section titled "Policy," addition of this sentence: "A library shall not be named after a living person"; deletion of ",upon his or her passing,"; deletion of the word "such" from the phrase "...have performed such a myriad of services..."
>
> In the section titled "Procedures for the Public Investigation of the Name Change," the second sentence of item five is revised: "The President of the Library Commission shall provide an opportunity for final public comment on the issue..."

Commissioner Chin moved to adopt the policy as amended.

Members of the public who spoke: Melissa Riley spoke regarding the matter; Deetje Boler spoke regarding the matter; Tom Carey spoke regarding the matter; Peter Warfield spoke regarding the matter; Joe Rosenthal supported the matter.

Action: Approved as amended by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

MINUTES

Motion: Commissioner Llorente moved to approve the minutes of the regular meeting of December 3, 1996.

Member of the public who spoke: Mr. Warfield spoke regarding the matter.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, and Steiman. Commissioner Agnos had left the meeting.

Motion: Commissioner Higueras moved to approve the minutes of the regular meeting of January 7, 1997.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, and Steiman.

Motion: Commissioner Higueras moved to approve the minutes of the special meeting of January 21, 1997.

Members of the public who spoke: Ms. Boler opposed the matter; James Chaffee spoke regarding the matter.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, and Steiman.

ADJOURNMENT

Motion: Commissioner Steiman moved to adjourn.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, and Steiman.

The regular meeting of May 6, 1997, of the San Francisco Public Library Commission adjourned at 10:10 PM.

The minutes of the regular meeting of May 6, 1997, were approved by action of the San Francisco Public Library Commission at its regular meeting of June 10, 1997.

Cooley Windsor

Cooley Windsor
Secretary II

JUN 11 1997

POLICY FOR CHANGING THE NAME OF A BRANCH LIBRARY

Approved by San Francisco Public Library Commission
May 6, 1997

POLICY

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify the facility with the neighborhood or the neighborhood it primarily serves. Anyone interested in finding a library can therefore immediately ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for specific individuals or entities. However, there may be reasons so compelling that adding a name of a person to the geographical name of a specific library may be an appropriate honor.

A library shall not be named after a living person. The person so honored will have performed a myriad of services and dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the library in substantial ways. The depth and breadth of the contributions would be so obvious and compelling that the various segments of the library/branch community are of one mind in their desire to honor this individual. This great service will reflect a dedication and beneficence to the library over a great span of time.

It is our intention that naming a library for a person is a rarity and that the dedication and service to the library is recognized as rare, unique and of the highest quality.

PROCEDURES FOR THE PUBLIC INVESTIGATION OF THE NAME CHANGE

1. Any members of the Library Commission or a member of the public may propose a name change in writing to the Library Commission or at any regularly scheduled meeting of the Library Commission. However, the proposer must have done extensive and rigorous research to demonstrate that the individual or group has met the stringent criteria of dedicated service and benefit to the library.

2. The President of the Library Commission shall assign the branch library name change to the chair of the Planning and Policy Committee. The chair of the Planning and Policy Committee shall schedule the item for general discussion and receive public comment at several scheduled meetings of the Planning and Policy Committee meeting.

3. After reviewing the public comments, the members of the Planning and Policy Committee shall consider the merits of the name change request, and may schedule a meeting in the facility to

consider more direct testimony from members of the public living in the neighborhood of the branch library facility. There shall be a waiting period of at least six months to review information collected.

4. At the next regularly scheduled meeting of the Planning and Policy Committee, after the six-month review period, the members of the committee shall discuss the below-listed criteria_and information and determine a recommendation for or against the name change to the full membership of the Library Commission.

5. At the next regularly scheduled meeting of the Library Commission, the chair of the Planning and Policy Committee shall present its findings and recommendations to the Library Commission. The President of the Library Commission shall provide an opportunity for final public comment on the issue, and he or she shall call for a vote on the issue. An affirmative vote by the Library Commission shall determine the addition of the name change to the branch library facility.

PROPOSED CRITERIA FOR CHANGING THE NAME OF A BRANCH LIBRARY

1. There should be a demonstration of evidence to the Library Commission that there is a broad base of agreement on the desire for a name change by the neighborhood or community that is served by the branch.

2. The name change request should reflect the spirit of the San Francisco Public Library's mission of free and equal access to information for all.

3. The new name may honor an individual or group that has made a significant contribution to the branch library, the San Francisco Public Library system, the City and County of San Francisco or to the nation.

4. In all cases the geographic name shall precede any honorific name.

5. The new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the library as an institution.

6. If all other criteria are met, the cost of the name change, both in time and cash outlay, should be borne, in part or in whole, by the parties desiring the change.

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NOT APPROVED BY THE LIBRARY COMMISSION
NOT PART OF LIBRARY COMMISSION MINUTES

/97
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JUN 13 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SECRETARY'S SUPPLEMENTARY REPORT
regarding the regular Library Commission meeting of Tuesday, May 6, 1997

1. **Call to order:** See minutes of the regular meeting of Tuesday, May 6, 1997.

2. **Minutes:** See minutes of the regular meeting of Tuesday, May 6, 1997.

3. **Presentation of the mural *Perhaps Better Voices* by the artist Emanuel Paniagua, donated to the library by Carlota del Portillo, with additional funding for installation and maintenance provided by the Library Foundation:** President Coulter introduced Carlota del Portillo, member of the Board of Education and former board member of the Library Foundation, who provided a written description by Emanuel Paniagua of his mural *Perhaps Better Voices*. Members of the Commission expressed gratitude to Dr. del Portillo for her generous donation of the mural, and for her leadership during the construction of the new Main Library.

4. **Report on library use and events:** Marcia Schneider, Chief of Branch Libraries, provided a statistical report in the form of a birthday card for the first year of operations of the new Main Library. She described the favorable ranking that the library received in the annual public survey performed by the Controller's office, and informed the Commission of upcoming events and of the recent library-staff recognition awards sponsored by Friends of the Public Library.

5. **Presentation of Strategic Audit:** President Coulter welcomed Steve Agostini, director of Finance for the City and County of San Francisco, and Betsy Reveal, president of Coda Partners, LLC, who was retained by the Mayor's office to perform the strategic audit of the Public Library. Copies of the audit, dated April 1997, and its appendices were provided to the Commission and public, and Ms. Reveal reported on the work's methodology, major conclusions, and 21 recommendations.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

The Library Commission heard testimony from Marjorie Stern; Leslie Luttgens; Stan Carroll, librarian and sorting room manager; Margie O'Driscoll; Henry Evers; Babs Waugh, board member of the Library Foundation; Dalisay Bocobo-Balunsat; Tatwina Lee; Sherry Thomas; Jim Kirwan; Rachel MacLachlan, library staff member; and Melissa Riley, Librarians' Guild representative.

President Coulter declared a recess at 7:45 PM and called the meeting back to order at 8:05 PM.

The Commission heard testimony from Bill Hale; Peter Warfield; James Chaffee; Cathy Bremer, Librarians' Guild; Tillie Olsen; and Deetje Boler.

Commissioners discussed their priorities among the audit's recommendations, including:

- ✓ executive-search process for the City Librarian
- ✓ resolving the shelving backlog
- ✓ improving the online catalog
- ✓ assessing post-occupancy use of the Main Library
- ✓ providing staff training
- ✓ achieving consensus on collection maintenance through both a staff and public process

Members of the Commission proposed the following:

1. Have commissioners individually contact the Mayor's staff to seek support for implementing audit recommendations.

2. Identify items on which the Commission could take action at a special meeting in the next several weeks.

3. Meet with a wide variety of library staff in order to initiate a dialog regarding the audit report and recommendations.

4. Place the audit report on the library's web site and encourage library staff and the public to e-mail suggestions and comments.

5. Develop a formal process for implementation of audit recommendations.

A representative of the Librarians' Guild pointed out that new purchasing procedures unfairly burden the library because of the large number of vendors from whom it purchases materials, and requested assistance from the Commission.

6. **Finance, Operations, and Building Committee report:** Postponed

7.A **Action regarding policy for changing the name of a branch library:** See minutes of the regular meeting of Tuesday, May 6, 1997.

8. **Report on library service improvements:** Kathy Page, Acting City Librarian, recounted plans to shift some library collections from the third to the fourth floor of the Main. In preparation to that major move, she explained, staff intends to perform a one-day shift of reference materials on the fourth floor. Ms. Page proposed closing the fourth floor on May 28 for one day in order to accomplish this work, and stated that the library was developing ways to mitigate the impact on library patrons. She surmised that no additional work on moving the collections could be performed until the library's staffing issue is resolved.

9. **Librarians' Guild report:** Terry Gwiazdowski, librarian II at Excelsior Branch, read a statement regarding collection management and opposing the proposed citizens' advisory committee.

   Responses from the Commission included concern that the public misunderstands collection management, and that many individuals do not understand why the library would ever discard a book. Members noted that the advisory committee would be involved in public education and outreach, and suggested that the Guild also develop programs for raising public awareness of collection issues. Commissioner Steiman recommended that the library's staff trainings and advisory committee meetings be videotaped. Commissioner Higueras expressed his belief that the advisory group would not be a permanent committee but would, during its relatively brief duration, provide an opportunity for structured dialog regarding collection-maintenance issues.

   During public comment, several individuals recommended that a group of librarians, not an outside advisory group, should be developed to address the issues of collections maintenance, community outreach, and education.

   The Commission heard testimony from Glenda Goldwater, Sunset Branch; Stephanie Stokes; Mr. Kirwan; Sybil Boutillier; Ms. Gwiazdowski; Tom Carey; Susanna Slade; Ms. Bocobo-Balunsat; Richard Hack; and Ms. Boler.

10. **New business:** None

11. **Public comment:** The Commission heard testimony from Ms. Bocobo-Balunsat and Mr. Chaffee.

12. **Adjournment:** See minutes of the regular meeting of Tuesday, May 6, 1997.

C. Windsor
May 13, 1997

San Francisco Public Library
Access, Discover, Empower

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NOTICE OF SPECIAL MEETING

President Steven A. Coulter has called a Special Meeting of the San Francisco Public Library Commission as follows:

DATE: **Friday, May 16, 1997**

TIME: **2:00 p. m.**

PLACE: KORET AUDITORIUM
Main Library
100 Larkin Street, Lower Level
San Francisco

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MAY 13 1997
SAN FRANCISCO
PUBLIC LIBRARY

AGENDA:

1. Call to order

2. 1996/97 AND 1997/98 Budget **ACTION**

   Discussion and possible action to respond to the request of the Mayor's Office to submit the Library's 1996/97 budget as a baseline for the Mayor's Budget Office to use in preparing the 1997/98 budget.

   A. Public Comment

3. Adjournment (Request motion and public comment) **ACTION**

5/13/97
R. Scott

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

02/25/97

M. Culver

City and County of San Francisco

Fiscal Year 1996-97

Public Library

Program Budget

Mayor's Office of Management and Budget
June 1, 1996

Department: LIB - PUBLIC LIBRARY

Department Mission:

The San Francisco Public Library, like all public libraries, is the most democratic of all our civic, social and cultural institutions. It serves every member of our community without regard to age, origin, economic circumstance or education. The San Francisco Public Library is distinctively a people's institution. As a preserver and organizer of human knowledge and a champion of literacy and intellectual freedom, it is a resource for children, scholars, entrepreneurs and readers of all ages. Our intention is to provide the finest public library service in the county through our 26 Branches and Main Library. The San Francisco Public Library is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for San Francisco's diverse community.

Policy Highlights:

Fiscal Year 95/96 was highlighted by the full year implementation of the expanded hours (1,172 hours of service per week) and increased book budget ($4.5 million) mandated by Proposition E. The successful inventory and computerization of the Library's catalog now enables a patron to access and use over 2 million items in the collection not previously available system wide. The new Main Library opened to the public in April 1996. The approximate 24 focal points of the new Main Library make it a world class library. The focal points include the following centers: Gay/Lesbian; Environmental; Deaf Services; Blind Services; Children's; Literacy; Electronic Discovery; Newcomers Help; African American; Chinese Cultural; Filipino American; Teen Services; Business & Technology; Job & Career; Art & Music; Audio & Video; Public Policy/Government Information; Patents & Trademarks; SF History; Books, Arts & Fine Printing; Communications; International Trade; Learning Differences; Parenting/Early Childhood Education. The enhanced automation system will allow the San Francisco Public Library to become a World Wide Web Site. The Chinatown Branch renovation will reopen in 1996. The Mission Branch will relocate to a temporary site while major renovations are underway.

Fiscal Year 1996/97 Budget - Department Summary

Department : LIB PUBLIC LIBRARY

Authorized Positions FTE

		Actual FY 94/95	Revised FY 95/96	Board Approved FY 96/97
Authorized Positions FTE	(94/95 actual is from revised budget)	512.73	506.60	480.24

Revenues

		Actual FY 94/95	Revised FY 95/96	Board Approved FY 96/97
100, 110 & 120	Local Taxes	13,713,528	12,881,481	13,472,115
200 & 250	Licenses and Fines	0	0	0
300 & 350	Use of Money or Property	548,797	433,511	394,000
400	Intergovernmental Revenue - Federal	293,497	444,587	350,857
450	Intergovernmental Revenue - State	169,305	211,233	211,233
490	Intergovernmental Revenue - Other	0	0	0
600, 860 & 890	Charges for Services	282,022	213,286	213,286
700, 750, & 800	Other Revenues	0	0	0
910, 920, 940 & 950	Transfers In	3,965,940	0	0
999	Fund Balance	0	3,151,350	587,303
	Revenue Total	18,973,088	17,335,448	15,228,794

Operating Expenditures

		Actual FY 94/95	Revised FY 95/96	Board Approved FY 96/97
001	Personal Services	16,329,793	19,522,851	20,750,116
013	Mandatory Fringe Benefits	3,285,883	4,752,882	5,213,532
020	Overhead	4,687	4,687	4,687
021, 055, 069 & 089	Non-Personal Services	1,449,458	2,314,364	1,578,078
036, 037 & 039	Aid Assistance	0	0	0
040	Materials and Supplies	443,732	3,719,906	4,076,474
06F	Facilities Maintenance	0	120,300	120,300
070	Debt Service	0	0	0
081	Services of Other Depts	933,320	1,113,046	1,862,888
086	Expenditure Recovery	(43,289)	(50,000)	0
091, 092, 094 & 095	Transfers Out	3,965,940	0	0
096 to 099	Budgetary Reserves	0	263,728	0
	Operating Expenditure Total	26,369,525	31,761,764	33,606,076

Capital Expenditures

		Actual FY 94/95	Revised FY 95/96	Board Approved FY 96/97
060	Capital Outlay	3,672,897	4,521,582	1,839,758
067	Capital Projects	0	0	0
	Capital Expenditure Total	3,672,897	4,521,582	1,839,758

Total Expenditures

	Actual FY 94/95	Revised FY 95/96	Board Approved FY 96/97
Expenditure Total	30,042,422	36,283,346	35,445,834

Department: LIB - PUBLIC LIBRARY

Program: 01 Main Library

Purpose:

The Main Library is the city's largest branch library, directly serving the Tenderloin, Hayes corridor, Financial District, Civic Center, Nob Hill and South of Market Neighborhoods. The Main provides centrally located in-depth reference and circulating collections in all subjects and in print, video and audio formats, for adults and children, in English and 40 other languages. Services include: specialized research collections; trained staff to provide information and to help patrons find and use materials; city-wide library services to special clients, including Blind and Print Handicapped, Deaf and Hearing Impaired, people with learning differences and functionally illiterate adults who wish to learn to read; and reference and collection support for branch library patrons.

Accomplishments FY 95/96:

Our accomplishments at the Main Library for FY95/96 were to move collections and library operations to the new Main Library, minimizing interruption of service to the public; to expand expedited reference services to city departments and plan for fee-based reference service and document delivery to businesses; to expand the City Government Archives program; and to maintain publicly mandated services and hours. The Library for the Blind is completing its conversion to the DRA circulation system in connection with its move from a branch library into the new Main Library in 1996.

Objectives / Action Plan for FY 96/97:

1. To meet public use demands by providing a consistently high level of information and circulation services in the new Main Library building
2. To plan and present an expanded, on-going series of public programs and exhibits for both adults and children
3. To continue to provide literacy training to adults
4. To incorporate service to the blind and print handicapped into on-going Main Library service
5. To reorganize materials management within the Main Library for maximum efficiency
6. To continue collection development and management activities toward conformance with the Library's Collection Development Plan

Performance Measures

	Actual FY 94/95	Revised FY 95/96	Proposed FY 96/97
Number of open hours per week	47	60	60
Items circulated	868,455	1,050,000	1,500,000
Items used in the library	982,200	750,000	1,000,000
Questions answered	1,427,575	1,500,000	3,000,000
Number of people using library	1,170,473	750,000	1,200,000
Telephone access hours per week	72	72	72

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San Francisco Public Library
Access, Discover, Empower

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SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the special meeting of Friday, May 16, 1997

The San Francisco Public Library Commission held a special meeting on Friday, May 16, 1997, at the Main Library, Civic Center.

Call to order: 2:25 PM

Members attending the meeting: Commissioners Sherry Agnos; Steven Coulter, President; Charles Higueras, A.I.A.; and Carol Steiman

ACTION TO RESPOND TO THE REQUEST OF THE MAYOR'S OFFICE TO SUBMIT THE LIBRARY'S 1996/97 BUDGET AS A BASELINE FOR THE MAYOR'S BUDGET OFFICE TO USE IN PREPARING THE 1997/98 BUDGET

Motion: Commissioner Agnos moved to submit the Public Library's 1996/97 budget to the Mayor's office, with a request for additional funding in six areas to provide:

1. Increased number of library pages to eliminate the shelving crisis
2. Funding for unfunded staff positions
3. Accelerated completion of the online catalog
4. Funding for the executive search for the new City Librarian
5. Post-occupancy assessment of the new Main Library
6. Increased training for library staff systemwide

Members of the public who spoke: Cathy Bremer, Librarians' Guild, spoke regarding the matter; Deetje Boler spoke regarding the measure; Peter Warfield supported the matter; Bill Hale spoke regarding the matter.

Action: Approved by a vote of 4 - 0. Voting in support of the motion: Commissioners Agnos, Coulter, Higueras, and Steiman.

ADJOURNMENT

Motion: Commissioner Steiman moved to adjourn.

Action: Approved by a vote of 4 - 0. Voting in support of the motion: Commissioners Agnos, Coulter, Higueras, and Steiman.

The special meeting of May 16, 1997, of the San Francisco Public Library Commission adjourned at 2:53 PM.

C. Windsor
May 23, 1997

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of handouts are available at the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

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SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Approved minutes of the special meeting of Friday, May 16, 1997

The San Francisco Public Library Commission held a special meeting on Friday, May 16, 1997, at the Main Library, Civic Center.

Call to order: 2:25 PM

Members attending the meeting: Commissioners Sherry Agnos; Steven Coulter, President; Charles Higueras, A.I.A.; and Carol Steiman

ACTION TO RESPOND TO THE REQUEST OF THE MAYOR'S OFFICE TO SUBMIT THE LIBRARY'S 1996/97 BUDGET AS A BASELINE FOR THE MAYOR'S BUDGET OFFICE TO USE IN PREPARING THE 1997/98 BUDGET

Motion: Commissioner Agnos moved to submit the Public Library's 1996/97 budget to the Mayor's office, with a request for additional funding in six areas to provide:

1. Increased number of library pages to eliminate the shelving crisis
2. Funding for unfunded staff positions
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5. Post-occupancy assessment of the new Main Library
6. Increased training for library staff systemwide

Members of the public who spoke: Cathy Bremer, Librarians' Guild, spoke regarding the matter; Deetje Boler spoke regarding the measure; Peter Warfield supported the matter; Bill Hale spoke regarding the matter.

Action: Approved by a vote of 4 - 0. Voting in support of the motion: Commissioners Agnos, Coulter, Higueras, and Steiman.

ADJOURNMENT

Motion: Commissioner Steiman moved to adjourn.

Action: Approved by a vote of 4 - 0. Voting in support of the motion: Commissioners Agnos, Coulter, Higueras, and Steiman.

The special meeting of May 16, 1997, of the San Francisco Public Library Commission adjourned at 2:53 PM.

The minutes of the special meeting of May 16, 1997, were approved by action of the San Francisco Public Library Commission at its regular meeting of June 10, 1997.

Cooley Windsor

Cooley Windsor
Secretary II

JUN 11 1997

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

NOT APPROVED BY THE LIBRARY COMMISSION
NOT PART OF LIBRARY COMMISSION MINUTES

DOCUMENTS DEPT.
JUN 13 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SECRETARY'S SUPPLEMENTARY REPORT
regarding the special Commission meeting of Friday, May 16, 1997

1. **Call to order:** See minutes of the special meeting of Friday, May 16, 1997.

2. **Discussion and action to respond to the request of the Mayor's office to submit the library's 1996/97 budget as a baseline for the Mayor's budget office to use in preparing the 1997/98 budget:** Steve Agostini, Director of Finance, City and County of San Francisco, explained that the Public Library's budget submission for fiscal year 1997/98 was postponed until the findings of the strategic audit were available. He expressed support for the library submitting the current year's budget as a baseline to the Mayor's office which will develop the library's next budget for submission in June to the Board of Supervisors.

   Commissioners reviewed their priorities in terms of audit recommendations, and Commissioner Steiman announced Citicorp's pledge to provide financial training for library staff in order for employees to achieve fiscal literacy, as recommended in the strategic audit.

   Commissioner Higueras expressed support for the proposed post-occupancy assessment of the new Main Library and noted the importance of determining costs of claims filed against the city by contractors during construction of the new facility, as well as future costs of operations and maintenance.

   Members of the public expressed the need for additional staff and the purchase of library materials.

3. **Adjournment:** See minutes of the special meeting of Friday, May 16, 1997.

C. Windsor
May 27, 1997

San Francisco Public Library
Access, Discover, Empower

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SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

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NOTICE OF CANCELLATION OF MEETING

The regular meeting of the San Francisco Public Library Commission scheduled for 5:30 PM, Tuesday, June 3, 1997, has been canceled, in order to avoid conflicting with the special election.

ANNOUNCEMENT OF SPECIAL MEETING

The San Francisco Public Library Commission will hold a special meeting at 5:30 PM, Tuesday, June 10, 1997, in the Koret Auditorium, Main Library, Civic Center.

May 30, 1997

Civic Center
San Francisco, California 94102

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

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SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
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Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

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REMINDER NOTICE OF MEETING

A reminder that the regular scheduled San Francisco Public Library Commission meeting will be held Tuesday, June 10, 1997 at 5:30 p.m. in the Koret Auditorium, Main Library, Civic Center.

June 2, 1997
R. Scott

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JUN 06 1997
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, June 10, 1997**

TIME: **5:30 p.m.**

PLACE: **KORET Auditorium**
100 Larkin Street, Lower Level
San Francisco

AGENDA

1. **Call to Order**

2. **Minutes**

   Discussion and possible action to approve the following Commission meeting minutes:

February 4, 1997	Regular Meeting	**ACTION**
April 1, 1997	Regular Meeting	**ACTION**
April 15, 1997	Special Meeting	**ACTION**
May 6, 1997	Regular Meeting	**ACTION**
May 16, 1997	Special Meeting	**ACTION**

3. **Report on 1997/98 Budget**

   Steve Agostini, Director of Finance
   (Tentatively scheduled to appear)

4. **Report on Process to Identify Core Services and Service Priorities**

   Kathy Page, Acting City Librarian

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

5. **Report on Process to Identify and Implement Staff Ideas for Improved Service**

   Kathy Page, Acting City Librarian

6. **Report on Library Use and Activities**

   Marcia Schneider, Acting Chief of Branches/Community Relations

7. **Finance, Operations and Building Committee report**

   No Committee meeting was held in May, 1997

8. **Planning and Policies Committee Report**

   No Committee meeting was held in May, 1997

9. **Librarian's Guild Report**

   a. Ensuring staff input into selection process for City Librarian
   b. Implementing the budget with focus on public service.

10. **New Business**

    (This item is to allow Commissioners to introduce new agenda item for consideration.)

11. **Public Comment**

    (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to introduce new agenda items for the Commission's consideration.)

12. **Adjournment**

    (Requires Motion and Public Comment) **ACTION**

6/5/97
R. Scott

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SAN FRANCISCO
PUBLIC LIBRARY

PUBLIC LIBRARY

EXECUTIVE SUMMARY

MISSION

The San Francisco Public Library system is dedicated to free and equal access to knowledge, independent learning, and the joys of reading for our diverse community.

STRATEGIC ISSUES

- Developing a strong leadership team to provide direction to the organization.
- Updating staff skills through development and training programs.
- Creating an updated and comprehensive strategic plan for collection management and development.
- Planning for the life-cycle costs of Library facilities.

INITIATIVES FOR 1997-98

Add 15 FTE Library Pages, at a cost of approximately $500,000, to decrease the turnaround time on shelving library materials and maximize public access to the Library's collections.

Fully fund FY1996-97 staffing levels, increasing salary and fringe benefit amounts by $2,795,000 in the FY1997-98 budget.

Accelerate completion of the Library's online catalog by adding $250,000 to the existing contract for this service.

Supplement staff training funding, providing an additional $64,000 for training to increase the utility of new technologies such as online databases and Internet access.

Add $75,000 to conduct a nationwide executive search for a new City Librarian.

Provide $250,000 for post-occupancy assessment of new Main Library building to identify potential operational improvements.

BACKGROUND

The San Francisco Public Library strives to develop and maintain a collection of books, materials, and electronic resources reflecting San Francisco's diversity, suitable for its contemporary needs, and providing for its future vitality. The Library system comprises 26 branch libraries and a Main Library to serve the community. No San Francisco resident is

TOTAL BUDGET - HISTORICAL COMPARISON

	Actuals FY 1995-96	Revised FY 1996-97	Proposed FY 1997-98	Change FY 1996-97 Versus FY 1997-98
AUTHORIZED POSITIONS FTE				
TOTAL AUTHORIZED (FY 1995-96 IS REVISED BUDGET)	506.60	515.00	572.25	57.25
NET OPERATING POSITIONS	**506.60**	**515.00**	**572.25**	**57.25**
REVENUES				
LOCAL TAXES	12,921,276	13,472,115	13,774,175	302,060
USE OF MONEY OR PROPERTY	440,734	420,637	100,000	(320,637)
INTERGOVERNMENTAL REVENUE - FEDERAL	300,896	523,596	282,728	(240,868)
INTERGOVERNMENTAL REVENUE - STATE	172,206	211,233	164,735	(46,498)
CHARGES FOR SERVICES	851,234	225,594	213,286	(12,308)
OTHER REVENUES	(502)	0	0	0
EXPENDITURE RECOVERY	201,576	0	55,000	55,000
FUND BALANCE	0	1,761,630	434,919	(1,326,711)
OTHER FUNDING SOURCES	1,937,663	0	0	0
GENERAL FUND SUPPORT	20,175,665	20,347,017	24,041,806	3,694,789
REVENUE TOTAL	**37,000,748**	**36,961,822**	**39,066,649**	**2,104,827**
OPERATING EXPENDITURES				
SALARIES AND WAGES	22,289,401	22,351,608	23,646,485	1,294,877
FRINGE BENEFITS	4,817,450	5,213,532	5,560,619	347,087
OVERHEAD	4,687	4,687	0	(4,687)
NON-PERSONAL SERVICES	1,638,577	1,504,478	2,173,671	669,193
MATERIALS AND SUPPLIES	508,873	4,064,574	4,076,474	11,900
FACILITIES MAINTENANCE	0	120,300	100,000	(20,300)
SERVICES OF OTHER DEPARTMENTS	1,440,010	1,862,888	1,731,460	(131,428)
OPERATING EXPENDITURE TOTAL	**30,698,998**	**35,122,067**	**37,288,709**	**2,166,642**
CAPITAL EXPENDITURES				
EQUIPMENT	6,301,750	1,839,758	1,777,940	(61,818)
CAPITAL EXPENDITURE TOTAL	**6,301,750**	**1,839,758**	**1,777,940**	**(61,818)**
EXPENDITURE BY PROGRAM RECAP				
BRANCH PROGRAM	9,067,633	7,927,068	9,599,136	1,672,068
CHILDREN'S BASELINE	3,681,014	3,580,982	3,552,478	(28,504)
LIBRARY MANAGEMENT	9,790,340	10,172,082	9,444,902	(727,180)
MAIN PROGRAM	7,202,273	8,311,797	9,419,094	1,107,297
NON PROGRAM	360	0	0	0
TECHNICAL SERVICES	7,259,128	6,969,896	7,051,039	81,143
EXPENDITURE BY PROGRAM RECAP TOTAL	**37,000,748**	**36,961,825**	**39,066,649**	**2,104,824**

FY 1997-98 APPROPRIATIONS BY FUND

SOURCES OF FUNDS

		Subfunds			
		1G AGF AAA General	2S LIB NPR Prop E	Project/Grant	Total Funding
REVENUE SUBOBJECTS:					
10999	UNALLOCATED GENERAL PROPERTY TAXES		13,774,175		13,774,175
30140	INTEREST EARNED - NON POOLED CASH			11,689	11,689
30150	INTEREST EARNED - POOLED CASH			22,763	22,763
39899	OTHER CITY PROPERTY RENTALS			65,548	65,548
44929	MISC FEDERAL SUBVENTIONS	282,728			282,728
48111	HOMEOWNERS PROP TAX RELIEF		164,735		164,735
62511	BOOKS PAID	21,000			21,000
62531	FINES	156,000			156,000
62541	RESERVE POSTAL CARDS SOLD	3,700			3,700
62599	MISCELLANEOUS & OTHER INCOME	32,586			32,586
08699	INTERDEPARTMENTAL RECOVERY			55,000	55,000
99999B	FUND BALANCE BUDGET BASIS-BEGINNING		434,919		434,919
DTA	DEPARTMENTAL TRANSFER ADJUSTMENT	(100,000)		100,000	0
GFS (1)	GENERAL FUND SUPPORT	24,041,806			24,041,806
SOURCES OF FUNDS TOTAL		**24,437,820**	**14,373,829**	**255,000**	**39,066,649**

(1) This figure represents the nondepartmental (citywide) general fund revenues required to support the department's operations.

USES OF FUNDS

		1G AGF AAA General	2S LIB NPR Prop E	Project/Grant	Total Funding
CHARACTER APPROPRIATIONS:					
001	SALARIES	16,413,781	7,232,704		23,646,485
013	MANDATORY FRINGE BENEFITS	3,691,717	1,868,902		5,560,619
021	NON PERSONAL SERVICES	1,337,038	681,633		2,018,671
040	MATERIALS & SUPPLIES	906,474	3,170,000		4,076,474
060	CAPITAL OUTLAY	1,454,553	323,387		1,777,940
081	SERVICES OF OTHER DEPTS (AAO FUNDS)	634,257	1,097,203		1,731,460
GENERAL FUND ANNUAL PROJECTS: 1G AGF AAP					
FLB510	FACILITIES MAINTENANCE			100,000	100,000
GENERAL FUND WORK ORDERS: 1G AGF WOF					
LIB-01	PUBLIC LIBRARY			55,000	55,000
EXPENDIBLE TRUST BEQUESTS GRANTS: 7E BEQ BEQ					
LBG122	FURHMAN BEQUEST			100,000	100,000
USES OF FUNDS TOTAL		**24,437,820**	**14,373,829**	**255,000**	**39,066,649**

EXPENDITURE BY PROGRAM RECAP

	1G AGF AAA General	2S LIB NPR Prop E	Project/Grant	Total Funding
PROGRAMS:				
BRANCH PROGRAM	5,816,289	3,782,847		9,599,136
CHILDREN'S BASELINE	3,552,478			3,552,478
LIBRARY MANAGEMENT	5,674,523	3,670,379	100,000	9,444,902
MAIN PROGRAM	6,915,762	2,503,332		9,419,094
TECHNICAL SERVICES	2,478,768	4,417,271	155,000	7,051,039

FY 1997-98 APPROPRIATIONS BY FUND (cont)

	Subfunds 1G AGF AAA General	 2S LIB NPR Prop E	Project/Grant	Total Funding
EXPENDITURE BY PROGRAM RECAP (CONTINUED)				
EXPENDITURE BY PROGRAM RECAP TOTAL	24,437,820	14,373,829	255,000	39,066,649

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SAN FRANCISCO PUBLIC LIBRARY

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SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, June 10, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, June 10, 1997, in the Koret Auditorium, Main Library.

Call to order: 5:34 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Charles Higueras, A.I.A.; Ernest Llorente; Carol Steiman; and Fran Streets, Vice President. Steven Coulter, President, was excused.

APPROVAL OF MINUTES

Motion: Commissioner Higueras moved to approve the minutes of the regular meeting of February 4, 1997; the regular meeting of April 1, 1997; the special meeting of April 15, 1997; the regular meeting of May 6, 1997; and the special meeting of May 16, 1997.

Members of the public who spoke: Peter Warfield spoke regarding the matter.

Action: Approved by a vote of 4 - 0. Voting in support of the motion: Commissioners Higueras, Llorente, Steiman, and Streets. Commissioners Chin and Agnos arrived at the meeting subsequent to the vote.

ADJOURNMENT

Motion: Commissioner Chin moved to adjourn.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Higueras, Llorente, and Steiman. Commission Vice President Streets had left the meeting prior to the vote.

The regular meeting of Tuesday, June 10, 1997, of the San Francisco Public Library Commission adjourned at 7:19 PM.

Please note: These are draft minutes subject to approval of the San Francisco Public Library Commission. Copies of handouts and supporting documentation are available in the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

C. Windsor
June 17, 1997

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San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

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JUN 30 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
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Sherry Agnos
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Ernest H. Llorente
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Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, June 10, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, June 10, 1997, in the Koret Auditorium, Main Library.

Call to order [agenda item #1]: 5:34 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Charles Higueras, A.I.A.; Ernest Llorente; Carol Steiman; and Fran Streets. Vice President. Steven Coulter, President, was excused, and Vice President Streets served as chair until she left the meeting at 7:14 PM, after which Commissioner Higueras served as chair.

APPROVAL OF MINUTES [agenda item #2]

Motion: Commissioner Higueras moved to approve the minutes of the regular meeting of February 4. 1997; the regular meeting of April 1, 1997; the special meeting of April 15, 1997; the regular meeting of May 6, 1997; and the special meeting of May 16, 1997.

Members of the public who spoke: Peter Warfield spoke regarding the matter.

Action: Approved by a vote of 4 - 0. Voting in support of the motion: Commissioners Higueras, Llorente, Steiman, and Streets. Commissioners Chin and Agnos arrived at the meeting subsequent to the vote.

ADJOURNMENT [agenda item #12]

Motion: Commissioner Chin moved to adjourn.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Agnos. Chin, Higueras, Llorente, and Steiman. Vice President Streets had left the meeting prior to the vote.

The regular meeting of Tuesday, June 10, 1997, of the San Francisco Public Library Commission adjourned at 7:19 PM.

Please note: These are draft minutes subject to approval of the San Francisco Public Library Commission. Copies of handouts and supporting documentation are available in the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

C. Windsor
June 17, 1997

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APPROVED BY THE LIBRARY COMMISSION
PART OF LIBRARY COMMISSION MINUTES

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
JUN 27 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SECRETARY'S SUPPLEMENTARY REPORT regarding the regular meeting of June 10, 1997, of the San Francisco Public Library Commission

1. **Call to order:** See minutes of the regular meeting of June 10, 1997.

2. **Discussion and action to approve Commission meeting minutes:** See minutes of the regular meeting of June 10, 1997.

3. **Report on 1997/98 Budget:** Commission Vice President Fran Streets welcomed Steven Agostini, Director of Finance, City and County of San Francisco, who reported on the library's budget.

   Mr. Agostini explained that the Mayor's budget request to the Board of Supervisors includes a $3.4-million increase for the Public Library, and he described the proposed funding for the six areas which the Library Commission at its last meeting requested be raised: $500,000 (15-FTE increase) for pages to address the Main Library's shelving backlog; funding to cover all staff employed by the library as of May 1, 1997; $250,000 to fund improvement of the online catalog; $75,000 for the search process in appointing a City Librarian; $250,000 to fund post-occupancy assessment of the new Main Library; and $64,000 to fund training for library staff.

   The Finance Director advised the Commission that the library may have to rearrange some positions and funding allocations in order to provide necessary services within the resources available.

   Mr. Agostini urged the Commission to maintain a prudent reserve in the Library Preservation Fund, and he stated that principal oversight of the library's budget will remain with the Mayor's office until the appointment of the City Librarian and a chief financial officer for the department.

   Public comment regarding the report focused on funding improvements for the online catalog.

4. **Report on process to identify core services and service priorities:** Kathy Page, Acting City Librarian, distributed copies of the table of contents of *Planning and Role*

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Setting for Public Libraries, an American Library Association publication. She indicated that she has contacted the director of the Urban Libraries Council and requested assistance from an ALA discussion group in order to identify other libraries that have undertaken a similar process of identifying service priorities. Ms. Page assured Vice President Streets that library staff and the public will be involved in this process.

5. **Report on process to identify and implement staff ideas for improved service:** The Acting City Librarian suggested postponing this issue for several weeks in order for staff to obtain additional information from the Mayor's office regarding the library's budget. She pointed out that existing plans for improving library service are currently suspended until the staffing issues are resolved.

6. **Report on library use and activities:** Marcia Schneider, Chief of Branch Libraries, reported on library usage, and Ms. Page informed the Commission that the Secret Service is requiring that the Main Library be closed to the public on Friday, June 20, 1997, for a security sweep prior to Vice President Gore's visit to the reception of the U.S. Conference of Mayors.

   During public comment, two speakers opposed the library being closed for the mayors' conference.

7. **Finance, Operations, and Building Committee report:** None

8. **Planning and Policy Committee report:** None

9. **Librarians' Guild report:** Melissa Riley and Cathy Bremer, Guild representatives, requested union participation in the process for appointing a City Librarian and recommended an increase in the work schedules for pages, parttime librarians, and library assistants.

10. **New business:** None

11. **Public comment:** The Commission heard testimony from an anonymous citizen, a second anonymous citizen; Jim Kirwan; Melissa Riley; Barbara Berman, member of the board of directors of Friends of the Library, who spoke as a private individual; and Deetje Boler.

12. **Adjournment:** See minutes of the regular meeting of June 10, 1997.

C. Windsor
June 20, 1997

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **TUESDAY, JULY 1, 1997**

TIME: **5:30 p.m.**

PLACE: **Koret Auditorium**
Main Library, Lower Level
100 Larkin Street
San Francisco

AGENDA

1. **Call to Order**

2. **Minutes** **ACTION**

   A. Discussion and possible action to approve the minutes of the June 10, 1997, regular meeting of the Commission

3. **Update on Library Use and Activities**
   Marcia Schneider, Acting Chief of Branches/Community Relations

4. **Finance, Operations & Building Committee Report** **ACTION**
   Commissioner Fran Streets, Chair

   A. Discussion and possible action to recommend that the Commission: 1) approve and; 2) recommend that the Board of Supervisors also approve a supplemental appropriation request of Library Improvement Bond interest funds for the Mission Branch Library Renovation Project **ACTION**

Report on the use of $250,000 allocated in the 1997/98 budget to accelerate the completion of the Library's Online Catalog

5. **Planning and Policies Committee Report**
   Commissioner Ernie Llorente, Chair

   A. Report on development of next five year strategic plan for the Library.

6. **Update on the 1997/98 Budget and Library Response to Audit Recommendations**
   Kathy Page, Acting City Librarian

7. **Librarians' Guild Report**

   A. Staff Input into Selection of new City Librarian

   B. ALA Update

8. **Closed Session:**

   A. Public comment on all matters pertaining to the Closed Session

   B. Closed Session pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) **ACTION**

   Public Employee Appointment/Hiring: LIBRARY COMMISSION SECRETARY

   C. Reconvene in Open Session **ACTION**

   Vote to elect whether to disclose any or all discussions held in Closed Session.
   San Francisco Administrative Code Section 67.14(b)

9. **Public Comment**

   (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to introduce new agenda items for the Commission's consideration.)

10. Adjournment **ACTION**

    (Requires motion and public comment)

6/27/97
R. Scott

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Mission Branch Library
Financial Summary

Funding Source	Amount Released	Amount on Reserve	Supplemental Appropriation	Total
Library Bond Funds	355,750	0	0	355,750
Library Bond Interest	289,250	935,495	1,322,926	2,547,671
ESP2 Bond Fund	100,000	0	50,000	150,000
ESP2 Bond Interest	0	0	700,000	700,000
State Grant	239,829	456,750	0	696,579
TOTAL	984,829	1,392,245	2,072,926	4,450,000

Budget/Appropriation Summary	Original Budget	Revised Budget 19-Jul-95	Current Budget
Budget	2,360,880	3,304,536	4,450,000
Amount Appropriated	2,377,074	2,377,074	2,377,074
Balance to be appropriated	16,194	(927,462)	(2,072,926)

Budget Detail	Original Budget (1)	Revised Budget 19-Jul-95	Current Budget	Increase from Revised Budget
Design & Misc.. Costs				
A/E Design Services		548,165	621,165	73,000
Survey, Field Invest./Contract Prep.		38,135	48,335	10,200
Add. Peer Review/Cost Estimating		22,700	80,042	57,342
Permit		36,000	36,000	0
Subtotal	0	645,000	785,542	140,542
Construction				
Construction		2,012,727	2,307,000	294,273
Contingency		205,615	446,567	240,952
Subtotal	0	2,218,342	2,753,567	535,225
Construction Support Services				
Construction Mgmt. /Admin. Services		190,000	335,000	145,000
Testing & Specialized Inspection		85,000	85,000	0
Asbestos/Lead Monitoring		0	12,891	12,891
Subtotal	0	275,000	432,891	157,891
Other				
DET/Paging/PA/Security		0	48,000	48,000
Relocation		166,194	250,000	83,806
Project Contingency			180,000	180,000
Subtotal	0	166,194	478,000	311,806
Total	2,360,880	3,304,536	4,450,000	1,145,464

(1) Detail of Original Budget not available.

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San Francisco Public Library
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Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the regular meeting of Tuesday, July 1, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, July 1, 1997, in the Koret Auditorium, Main Library.

Call to order: 5:40 PM

Members attending the meeting: Commissioners Lonnie K. Chin; Steven A. Coulter, President; Charles Higueras, A.I.A.; Ernest H. Llorente; Carol Steiman; and Fran A. Streets, Vice President. Commissioner Sherry Agnos was excused.

APPROVAL OF MINUTES [agenda item #2]

Motion: Commission Vice President Streets moved to approve the minutes of the regular meeting of June 10, 1997.

Members of the public who spoke: Timothy Gillespie opposed the matter; Deetje Boler opposed the matter.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Coulter, Higueras, Llorente, Steiman, and Streets. Commissioner Chin arrived subsequent to the vote.

DISCUSSION AND POSSIBLE ACTION TO (1) APPROVE AND (2) RECOMMEND THAT THE BOARD OF SUPERVISORS ALSO APPROVE A SUPPLEMENTAL REQUEST OF LIBRARY IMPROVEMENT BOND INTEREST FUNDS FOR THE MISSION BRANCH LIBRARY RENOVATION PROJECT [agenda item #4.A]

Motion: Vice President Streets moved to approve expenditure of $1.3-million in bond interest and to recommend that the Board of Supervisors approve the supplemental appropriation request for the Mission Branch Library renovation project.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

CLOSED SESSION [agenda item #8]

Time closed session began: 6:41 PM

Time closed session ended: 7:58 PM

Motion: Commissioner Higueras reported that a total of five candidates for the position of Class 1544 Secretary, Library Commission, would be interviewed at special Commission meetings that would follow the regular meetings of the Finance and Planning committees in July. Commissioner Steiman moved to disclose no additional information from the closed session.

Member of the public who spoke: An anonymous citizen spoke regarding the motion.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ADJOURNMENT [agenda item #10]

Motion: Commissioner Chin moved to adjourn.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

The regular meeting of July 1, 1997, of the San Francisco Public Library Commission adjourned at 8:21 PM.

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of handouts and supporting documents are available from the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

C. Windsor
July 8, 1997

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Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the regular meeting of Tuesday, July 1, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, July 1, 1997, in the Koret Auditorium, Main Library.

Call to order: 5:40 PM

Members attending the meeting: Commissioners Lonnie K. Chin; Steven A. Coulter, President; Charles Higueras, A.I.A.; Ernest H. Llorente; Carol Steiman; and Fran A. Streets, Vice President. Commissioner Sherry Agnos was excused.

APPROVAL OF MINUTES [agenda item #2]

Motion: Commission Vice President Streets moved to approve the minutes of the regular meeting of June 10, 1997.

Members of the public who spoke: Timothy Gillespie opposed the matter; Deetje Boler opposed the matter.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Coulter, Higueras, Llorente, Steiman, and Streets. Commissioner Chin arrived subsequent to the vote.

DISCUSSION AND POSSIBLE ACTION TO (1) APPROVE AND (2) RECOMMEND THAT THE BOARD OF SUPERVISORS ALSO APPROVE A SUPPLEMENTAL REQUEST OF LIBRARY IMPROVEMENT BOND INTEREST FUNDS FOR THE MISSION BRANCH LIBRARY RENOVATION PROJECT [agenda item #4.A]

Motion: Vice President Streets moved to approve expenditure of $1,322,926 in interest from 1988 Library Improvement Bond funds and to recommend that the Board of Supervisors approve the supplemental appropriation request for the Mission Branch Library renovation project.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

CLOSED SESSION [agenda item #8]

President Coulter announced that the Public Library Commission would enter into closed session pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) regarding public employee appointment/hiring: Library Commission Secretary.

Time closed session began: 6:41 PM

Time closed session ended: 7:58 PM

Motion: Commissioner Higueras reported that a total of five candidates for the position of Secretary, Library Commission, would be interviewed at special Commission meetings that would follow the regular meetings of the Finance and Planning committees in July. Commissioner Steiman moved to disclose no additional information from the closed session.

Member of the public who spoke: An anonymous citizen spoke regarding the motion.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ADJOURNMENT [agenda item #10]

Motion: Commissioner Chin moved to adjourn.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

The regular meeting of July 1, 1997, of the San Francisco Public Library Commission adjourned at 8:21 PM.

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of handouts and supporting documents are available from the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

C. Windsor
July 8, 1997; rev. July 31, 1997

San Francisco Public Library
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Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Approved minutes of the regular meeting of Tuesday, July 1, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, July 1, 1997, in the Koret Auditorium, Main Library.

Call to order: 5:40 PM

Members attending the meeting: Commissioners Lonnie K. Chin; Steven A. Coulter, President; Charles Higueras, A.I.A.; Ernest H. Llorente; Carol Steiman; and Fran A. Streets, Vice President. Commissioner Sherry Agnos was excused.

APPROVAL OF MINUTES [agenda item #2]

Motion: Commission Vice President Streets moved to approve the minutes of the regular meeting of June 10, 1997.

Members of the public who spoke: Timothy Gillespie opposed the matter; Deetje Boler opposed the matter.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Coulter, Higueras, Llorente, Steiman, and Streets. Commissioner Chin arrived subsequent to the vote.

DISCUSSION AND POSSIBLE ACTION TO (1) APPROVE AND (2) RECOMMEND THAT THE BOARD OF SUPERVISORS ALSO APPROVE A SUPPLEMENTAL REQUEST OF LIBRARY IMPROVEMENT BOND INTEREST FUNDS FOR THE MISSION BRANCH LIBRARY RENOVATION PROJECT [agenda item #4.A]

Motion: Vice President Streets moved to approve expenditure of $1,322,926 in interest from 1988 Library Improvement Bond funds and to recommend that the Board of Supervisors approve the supplemental appropriation request for the Mission Branch Library renovation project.

Civic Center
San Francisco, California 94102

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

CLOSED SESSION [agenda item #8]

President Coulter announced that the Public Library Commission would enter into closed session pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) regarding public employee appointment/hiring: Library Commission Secretary.

Time closed session began: 6:41 PM

Time closed session ended: 7:58 PM

Motion: Commissioner Higueras reported that a total of five candidates for the position of Secretary, Library Commission, would be interviewed at special Commission meetings that would follow the regular meetings of the Finance and Planning committees in July. Commissioner Steiman moved to disclose no additional information from the closed session.

Member of the public who spoke: An anonymous citizen spoke regarding the motion.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ADJOURNMENT [agenda item #10]

Motion: Commissioner Chin moved to adjourn.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

The regular meeting of July 1, 1997, of the San Francisco Public Library Commission adjourned at 8:21 PM.

These minutes of the regular meeting of Tuesday, July 1, 1997, of the San Francisco Public Library Commission were approved by the Commission at its regular meeting of Tuesday, August 5, 1997.

Cooley Windsor

Cooley Windsor
Secretary II
August 6, 1997

SAN FRANCISCO PUBLIC LIBRARY
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NOT APPROVED BY THE LIBRARY COMMISSION
NOT PART OF LIBRARY COMMISSION MINUTES

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
Acting City Librarian

SECRETARY'S SUPPLEMENTARY REPORT regarding the regular Library Commission meeting of Tuesday, July 1, 1997

1. **Call to order:** See minutes of the regular meeting of July 1, 1997.

2. **Minutes:** Vice President Streets pointed out that the Finance, Operations, and Building Committee has agreed that the chair will inquire whether individuals speaking on action items during public comment support or oppose the item, so that the committee's minutes can correctly reflect the positions of speakers. The commissioner indicated that the format for minutes of Commission meetings will be reviewed following the appointment of a permanent secretary.

3. **Update on library use and activities:** Marcia Schneider, Chief of Branch Libraries, reported on the recent national conference in San Francisco of the American Library Association, and the presentation of a joint award from the ALA and American Institute of Architects recognizing the distinguished accomplishment in library architecture of the new Main Library.

4.A **Discussion and possible action regarding supplemental appropriation budget request for Library Improvement Bond interest funds for the Mission Branch Library renovation project:** Kathy Page, Acting City Librarian, stated that the supplemental appropriation amount of $2,022,926 to fund the cost of renovation and expansion of Mission Branch Library represents two separate sources of funding: (1) interest earned on the Library Improvement Bond, and (2) funds from the 1990 Earthquake Safety Program bond, phase 2. Ms. Page clarified that the director of the Department of Public Works approved the use of ESP2 funds for Mission Branch renovation, and that the Library Commission was being requested to authorize expenditure of $1,322,926 in interest from the 1988 Library Improvement Bond.

For action taken on the measure, see minutes of the regular meeting of July 1, 1997.

4.B **Report on use of $250,000 allocated in the 1997/98 budget to accelerate completion of the online catalog:** The Acting City Librarian summarized the library's plans for

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improving the online catalog, including retrospective cataloging of approximately 100,000 reference books in the Main Library.

Issues raised during public comment following the report included the importance of commissioners reading the memo regarding the online catalog contained in the appendix of the strategic audit, and confusion that results from the online catalog's instruction to see a librarian regarding certain holdings.

5. **Report on development of next five-year strategic plan for the library:** Commissioner Llorente reported that the Planning and Policy Committee will use the 21 recommendations from the strategic audit to initiate the planning process for the next five-year plan.

   Issues raised during public comment following the report included a suggestion that the Public Library consider replacing or upgrading the online catalog's software and develop a record-keeping system to account for items removed from library collections. A spokeswoman for the Librarians' Guild encouraged the Commission to include issues in the five-year plan that were not part of the audit, such as staffing levels at branch libraries.

6. **Update on the 1997/98 budget and library response to audit recommendations:** Kathy Page's report included the following:

   ✓ Funds for appointing additional pages were included in the city's interim budget, and the library anticipates that hiring will begin during the first full week of July

   ✓ The Public Library is working with the Controller's office to obtain temporary accounting assistance for closing out the fiscal year

   ✓ The library's heads of Personnel and Finance are in consultation with the offices of the Mayor and Controller to verify the assumptions in the budget and to assure that all of the library's positions are confirmed and funded

   ✓ The library has invited a representative from the Mayor's office to report on the development process for the post-occupancy evaluation of the new Main

   ✓ The library's training coordinator is involved in discussion to determine the specific needs for online training of employees, and the City Librarian's office will seek additional information from Betsy Reveal, president of Coda Partners, regarding the audit's recommendation for fiscal training for all library staff

Issues raised in public comment following the report included a request for accelerating the completeness and correctness of the online catalog, and concern regarding delays in the reshelving of library materials.

7.A **Staff input into selection of City Librarian:** Melissa Riley, Librarians' Guild representative, requested that both the Guild and L.E.U.C. be involved in the search process for the City Librarian.

7.B **American Library Association update:** Ms. Riley reported on the Guild's ALA reception for vendors and exhibitors representing small, local, and alternative presses.

In response to questions from a member of the public, President Coulter summarized the status of the Commission's planning for the executive-search process for the City Librarian.

8. **Closed session:** See minutes of the regular meeting of July 1, 1997.

9. **Public comment:** The Library Commission heard testimony from Dalisay Bocobo-Balunsat, retired librarian; an anonymous citizen; Peter Warfield; Melissa Riley; and Deetje Boler.

10. **Adjournment:** See minutes of the regular meeting of July 1, 1997.

C. Windsor
August 7, 1997

Revised

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PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

NOTICE OF SPECIAL MEETING

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

President Steven A. Coulter has called a Special Meeting of the San Francisco Public Library Commission as follows:

DATE: **Tuesday, July 15, 1997**

TIME: **5:30 PM.**

PLACE: **Koret Auditorium, Main Library**
100 Larkin Street, San Francisco

AGENDA

1. Call to Order

2. Closed Session

   A. Public comment on all matters pertaining to the closed session.

   B. Closed session pursuant to Government Code section 54957 and San Francisco Administrative Code section 67.10(b):

      1) PUBLIC EMPLOYEE APPOINTMENT/HIRING: LIBRARY COMMISSION SECRETARY **ACTION**

      2) PUBLIC EMPLOYEE APPOINTMENT/HIRING: ACTING CITY LIBRARIAN **ACTION**

   C. Possible report on action taken: 1) Appointing Commission Secretary and; 2) Appointing Acting City Librarian (Government Code section 54957.1(a)(5) and San Francisco Administrative Code section 67.10(b)) **ACTION**

   D. Vote to elect whether to disclose any or all discussions held in closed sessions involving: 1) Library Commission Secretary and; 2) Acting City Librarian (San Francisco Administrative Code section 67.14(b)) **ACTION**

3. Adjournment (requires motion and public comment) **ACTION**

7/14/97

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearin Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests wi be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and spee impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call th accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hisp Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART static is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils d other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbyin activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Str #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/eth

03/27/97

M. Culver

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San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the special meeting of Tuesday, July 15, 1997

The San Francisco Public Library Commission held a special meeting on Tuesday, July 15, 1997, in the Koret Auditorium, Main Library.

Call to order: 5:55 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven A. Coulter, President; Charles Higueras, A.I.A.; Ernest H. Llorente; Carol Steiman; and Fran A. Streets, Vice President

CLOSED SESSION [agenda item #2]

Motion: Commissioner Higueras moved that the Library Commission enter closed session pursuant to Government Code section 54957 and San Francisco Administrative Code section 67.10(b): 1) Public employee appointment/hiring: Library Commission Secretary; and 2) public employee appointment/hiring: Acting City Librarian.

Member of the public who spoke: Timothy Gillespie questioned the motion.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Time closed session began: 5:58 PM

Time closed session ended: 9:24 PM

Motion: Commissioner Higueras reported that the Library Commission followed a process developed by the Department of Human Resources in interviewing three candidates for the position of Secretary, Library Commission, and would interview an additional two candidates on Thursday, July 17, 1997. Commissioner Higueras moved that the Commission disclose no additional information regarding the matter.

Civic Center
San Francisco, California 94102

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Motion: Commissioner Agnos reported that the Library Commission nominated three individuals for the position of Acting City Librarian and would submit their names to the Mayor who will make the appointment. Commissioner Agnos moved that the Commission disclose no additional information regarding the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ADJOURNMENT [agenda item #3]

Motion: Commissioner Higueras moved to adjourn.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

The July 15, 1997, special meeting of the San Francisco Public Library Commission adjourned at 9:27 PM.

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of handouts and documents are available in the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

C. Windsor
July 23, 1997

San Francisco Public Library
Access, Discover, Empower

DOCUMENTS DEPT.
SEP 03 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
Acting City Librarian

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Approved minutes of the special meeting of Tuesday, July 15, 1997

The San Francisco Public Library Commission held a special meeting on Tuesday, July 15, 1997, in the Koret Auditorium, Main Library.

Call to order: 5:55 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven A. Coulter, President; Charles Higueras, A.I.A.; Ernest H. Llorente; Carol Steiman; and Fràn A. Streets, Vice President

CLOSED SESSION [agenda item #2]

Motion: Commissioner Higueras moved that the Library Commission enter closed session pursuant to Government Code section 54957 and San Francisco Administrative Code section 67.10(b): 1) Public employee appointment/hiring: Library Commission Secretary; and 2) public employee appointment/hiring: Acting City Librarian.

Member of the public who spoke: Timothy Gillespie questioned the motion.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Time closed session began: 5:58 PM

Time closed session ended: 9:24 PM

Motion: Commissioner Higueras reported that the Library Commission followed a process developed by the Department of Human Resources in interviewing three candidates for the position of Secretary, Library Commission, and would interview an additional two candidates on Thursday, July 17, 1997. Commissioner Higueras moved that the Commission disclose no additional information regarding the matter.

Civic Center
San Francisco, California 94102

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

Motion: Commissioner Agnos reported that the Library Commission nominated three individuals for the position of Acting City Librarian and would submit their names to the Mayor who will make the appointment. Commissioner Agnos moved that the Commission disclose no additional information regarding the matter.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

ADJOURNMENT [agenda item #3]

Motion: Commissioner Higueras moved to adjourn.

Action: Approved by a vote of 7 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

The July 15, 1997, special meeting of the San Francisco Public Library Commission adjourned at 9:27 PM.

These minutes of the special meeting of July 15, 1997, were approved by the San Francisco Public Library Commission at its regular meeting of September 2, 1997.

Cooley Windsor
Secretary II
September 3, 1997

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
JUL 10 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

NOTICE OF SPECIAL MEETING

Library Commission President Steven A. Coulter has called a special meeting of the San Francisco Public Library Commission as follows:

DATE: Thursday, July 17, 1997

TIME: 5:30 PM

PLACE: Koret Auditorium, Main Library
100 Larkin Street, San Francisco

AGENDA

1. Call to Order

2. Closed Session

   A. Public comment on all matters pertaining to the closed session

   B. Closed session pursuant to Government Code section 54957 and San Francisco Administrative Code section 67.10(b): **ACTION**

   PUBLIC EMPLOYEE APPOINTMENT/HIRING: LIBRARY COMMISSION SECRETARY

   C. Possible report on action taken appointing Commission Secretary (Government Code section 54957.1(a)(5) and San Francisco Administrative Code section 67.10(b)) **ACTION**

   D. Vote to elect whether to disclose any or all discussions held in closed sessions (San Francisco Administrative Code section 67.14(b)) **ACTION**

3. Adjournment (Requires motion and public comment) **ACTION**

KP:cw
July 10, 1997

DOCUMENTS DEPT.
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PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DRAFT

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the special meeting of Thursday, July 17, 1997

The San Francisco Public Library Commission held a special meeting on Thursday, July 17, 1997, in the Koret Auditorium, Main Library.

Call to order: 5:41 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven A. Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; and Carol Steiman. Commissioner Fran A. Streets, Vice President, was excused.

CLOSED SESSION [agenda item #2]

Motion: Commissioner Llorente moved that the Commission enter into closed session pursuant to Government Code section 54957 and San Francisco Administrative Code section 67.10(b): Public employee appointment/hiring: Library Commission Secretary.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Llorente, and Steiman. Commissioner Higueras arrived at the meeting subsequent to the vote.

Time closed session began: 5:41 PM

Time closed session ended: 8:12 PM

Motion: Commissioner Higueras stated that the Library Commission interviewed an additional two candidates for the position of secretary and used the same process and criteria employed at the meeting of July 15, 1997. The commissioner reported that the Commission voted and tentatively decided on a candidate, although the individual would not be identified pending additional inquiry. Commissioner Higueras moved that the Library Commission disclose no additional discussion from the closed session.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman

ADJOURNMENT [agenda item # 3]

Motion: Commissioner Chin moved to adjourn.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman

The special meeting of July 17, 1997, of the San Francisco Public Library Commission adjourned at 8:14 PM.

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of handouts and documents are available at the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

C. Windsor
July 25, 1997

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
SEP 03 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
Acting City Librarian

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Approved minutes of the special meeting of Thursday, July 17, 1997

The San Francisco Public Library Commission held a special meeting on Thursday, July 17, 1997, in the Koret Auditorium, Main Library.

Call to order: 5:41 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven A. Coulter, President; Charles Higueras, A.I.A.; Ernest Llorente; and Carol Steiman. Commissioner Fran A. Streets, Vice President, was excused.

CLOSED SESSION [agenda item #2]

Motion: Commissioner Llorente moved that the Commission enter into closed session pursuant to Government Code section 54957 and San Francisco Administrative Code section 67.10(b): Public employee appointment/hiring: Library Commission Secretary.

Action: Approved by a vote of 5 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Llorente, and Steiman. Commissioner Higueras arrived at the meeting subsequent to the vote.

Time closed session began: 5:41 PM

Time closed session ended: 8:12 PM

Motion: Commissioner Higueras stated that the Library Commission interviewed an additional two candidates for the position of secretary and used the same process and criteria employed at the meeting of July 15, 1997. The commissioner reported that the Commission voted and tentatively decided on a candidate, although the individual would not be identified pending additional inquiry. Commissioner Higueras moved that the Library Commission disclose no additional discussion from the closed session.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman

ADJOURNMENT [agenda item # 3]

Motion: Commissioner Chin moved to adjourn.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman

The special meeting of July 17, 1997, of the San Francisco Public Library Commission adjourned at 8:14 PM.

These minutes of the special meeting of July 17, 1997, were approved by the San Francisco Public Library Commission at its regular meeting of September 2, 1997.

Cooley Windsor

Cooley Windsor
Secretary II
September 3, 1997

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
AUG 01 1997
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, August 5, 1997**

TIME: **5:30 p.m.**

PLACE: **Koret Auditorium**
Main Library
100 Larkin Street
San Francisco

AGENDA*

1. Call to Order

2. Minutes **ACTION**

Discussion and possible approval of the minutes of the July 1, 1997, Commission meeting.

3. Report on action taken in closed session of special meeting on July 15, 1997, agenda item 2B(2).

    A. Name of candidate recommended to Mayor who ultimately accepted the position of Acting City Librarian

    B. Roll call vote on this item

4. Welcome and introduction of new Acting City Librarian
Kathy Page, Chief Librarian

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

5. Closed Session

Closed session pursuant to Government Code section 54957 and San Francisco Administrative Code Section 67.10(b): **ACTION**

PUBLIC EMPLOYEE APPOINTMENT/HIRING:
LIBRARY COMMISSION SECRETARY

Mr. Peter Singh has been invited to attend this closed session.

6. Reconvene in Open Session:

   A. Possible report on action taken to appoint Commission Secretary **ACTION**

   B. Vote to elect whether to disclose any or all discussions held in closed session involving Commission Secretary appointment/hiring (San Francisco Administrative Code section 67.14(b)) **ACTION**

7. Report on Library Use and Events
   Marcia Schneider, Acting Chief of Branches/Community Relations

8. Finance, Operations and Building Committee Report
   Commission Vice President Fran A. Streets

   A. Post Occupancy Evaluation
   B. Events Management Program, 3rd Quarter Report

9. Planning and Policies Committee Report
   Commissioner Ernest H. Llorente

10. Report on Library Service Improvements
    Kathy Page, Chief Librarian

    A. Shelving backlog at Main Library
    B. Collections shift at Main Library
    C. Online catalog improvements

11. Librarians' Guild Report
    Welcome to new Acting City Librarian

12. Public Comment

This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to introduce new agenda items for the Commission's consideration.

13. Adjournment (requires motion and public comment) **ACTION**

*Members of the public will have the opportunity to comment on each item of the agenda.

8/1/97
R.Scott

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).
4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.
5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.
6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

06/25/96 - M. Culver

APPENDIX 1

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
AUG 19 1997
SAN FRANCISCO
PUBLIC LIBRARY

August 6, 1997

TO: Library Commission

FROM: Kathy Page Kathy Page

RE: Report on Library Service Improvements
(item 10A/B/C on 8/5/97 Commission Meeting agenda)

A. Shelving Backlog at Main Library

The current backlog is holding steady at 19,500 volumes, which compares well to the 50,000 to 60,000 volumes of backlogged material in previous months a the height of the hiring freeze.

The backlog is now confined to materials shelved on the 3rd floor; all other areas are up to date. Rather than an overall backlog, the areas behind in shelving at the areas that are being opened up on the 3rd floor: the 900s, biographies, some 600s and some parts of fiction. When the ongoing collections shift is completed, the backlogged areas will be shelved. If the staff can continue to work on the shift at the present rate, the end of the backlog could be by mid-September.

Once the backlog is eliminated, the Library aims to adhere to a standard maximum lag time of 72 hours in getting materials back on the shelf, with an eye to decreasing this to 48 hours, if possible.

Twenty-one new hire pages are now working at the Main Library. Seven more new pages will start today. The balance of the new pages will be interviewed and hired in early September.

B. Main Library Collections Shift

Also known as the "tertiary move", this project was first planned and initiated in November, 1996. It was halted last spring due to insufficient staff. The project's purpose is to reallocate portions of the collections between the 3rd and the 4th floors to balance the load between these two areas and to allow more materials to be shelved in the open access areas of the building.

The project is in full swing and will proceed through mid-September. Close to 11,000 volumes will be moved from closed stack areas in the building to open access areas. In addition, approximately 60% of the "not on file" books now shelved in Brooks Hall will be brought into the open access areas of the building and approximately 7,000 "locked case" volumes now in Brooks can be brought into closed stack areas in the building.

C. Online Catalog Improvement Options

See attached chart.

Online Catalog Improvement Options

SFPL's online catalog has records of approximately 2,300,000 books, videos, compact discs and other things found in the Main Library and 26 Branch Libraries and 2 bookmobiles. The catalog has records for about 2,000,000 circulating items and about 350,000 reference items.

	Category	Status/Scope	Proposed strategies/Solutions	Est. Cost	Timeline
1.0	SOFTWARE QUALITY ISSUES These are issues related to the ease of use and "friendliness" of the software the public uses to search the database.				
1.1	Multiple text-based search modes	Three search modes are currently offered on the main menu. This confuses the public & makes good documentation & training difficult. 1 mode, called PACV2, is favored by librarians for public use, has better searching features than the other 2 & can be finetuned w/o cost by SFPL staff.	A. Perform stress test on system to to test PACV2's impact	0	Aug 97
			B. Form focus group of volunteers to test PACV2 as sole search mode	0	Aug - Sep 97
			C. Test PACV2 enhancements on focus group (see 1.2 below)	0	Sep 97
			D. Consolidate to PACV2 at some branches & continue to test public reaction; broaden focus group	0	Oc t - Nov 97
			E. Modify screens & features per input from focus group/test sites	0	Nov 97
			F. Consolidate to PACV2 at all sites with enhancements from 1.2 added	0	Dec97 - Jan98
1.2	Enhance text-based search mode	PACV2 search screens can be enhanced in several ways at the discretion of SFPL staff, including: * requiring CR at every command * eliminating HOTKEY conflicts * add search-start instructions	A. Test possible enhancements on focus group	0	Sep 97
			B. Incorporate enhancements per input from focus group	0	Oct 97
			C. Refine enhancements as PACV2 test is broadened	0	Nov 97
1.3	Migration to graphical search mode	Migration to a graphical search mode requires acquisition of Z39.50 client software. A pending LSTA grant will purchase this,	A. Purchase Z39.50 client software if LSTA grant approved	43,000	Spr 98
			B. Install DRAWeb software & test with focus group/s	0	Spr 98
		To provide graphical search mode	C. Refine DRAWeb screens per	0	Spr 98

		at all SFPL sites, communications & server hardware must also be acquired. To provide this search mode at all terminals, PCs (or possibly thin client terminals) must replace dumb terminals.	input from focus groups		
			D. Test DRAWeb search mode at selected sites (now available at Main, Chinatown, Bayview, Excelsior & Richmond; at Mission by 10/97)	0	Spr - Sum 98
			E. Review existing PCs in non-public areas; identify qty needed to migrate OPACs to DRAWeb at each site .(text-based units still needed)	0	Oct 97-Spr 98
			F. Establish priority for placement of all PCS to maximize access to graphical search mode.	0	Oct 97-Spr 98
			G. Budget acquisition of communications network, central server, terminal servers and PC workstns over multi-year period:	*	over 3 to 5 yrs
			* central server 68,500		
			* network upgrades for 22 branches 211,200		
			* ethernet repeaters 73,560		
			* 200 - 400 PCs 300,000 - 600,000		
			* tax 57,000 - 81,000		
			TOTAL 636,700 - 1,034,260*		
2.0	DATA QUALITY ISSUES				
	These are issues related to the quality of the information (data) the Library has added to the database.				
2.1	Inventory of Main Lib ref bks	Currently, an est. 100,000 ML ref bks still need to be cataloged. Special funding in 97/98 will enable this work to be done by contract. Some of these items require special rare book cataloging; current funding covers stnd cataloging only Perhaps 10-20% of the records in 2.3 below will be "fixed" by this project	A. AIM certification for Domestic Partners Benefits completed	0	Sep 97 (?)
			B. 97/98 budget spending apprvd	0	Sep 97
			C. AIM catalogers begin work	250,000	Sep 97 - Jun 9
			D. SFPL staff catalog rare books	staff	ongoing

2.2	Abbreviated records	An est. 60,000 records remain in the catalog that are remnants of the library's previous online system, called CLSI. These are all circulating items; an unknwn qty of which are duplcates of items in 2.3 below.	Current staff are replacing these with full records at rate of several hundred/month. An unknown % will be fixed thru project 2.3 A FT staff member can fix approx 1200/month.	staff	thru Jun 99 ?
2.3	Incomplete records	An est. 65,000 bibliographic records with no holdings info remain in the catalog. 10-20% of these may be covered by project 2.1; the others are mostly phantom records of items that have not turned up thru inventory Once project 2.1 is over, selectors must review remaining items for replacement decision.	A. Finish project 2.1	see 2.1	thru Jun 98
			B. Print list of remaining items	0	Sum 98
			C. Each selector makes replacemt decisions	staff	Fall 98
			D. Attach holdings info to records of items replaced	staff	Fall 98 - Spr 99
			E. Remove records of items not replaced	staff	Fall 98
2.4	"Uninventoried/Missing"	Approx. 110,000 circ books have been lost in circ or missing that still show in the catalog with this message. These need to be reviewed by selectors, shelves checked & replacement decisions made.	Each recond needs to be reviewed by selector & replacement decision made	staff	ongoing
2.5	Authority Control of Subject headings, author names & titles	In early 1997, authority control was installed in the online catalog, which gave standard headings to 80% of the existing collection and set up application of same to all new additions to the collection. 20% of the existing collection did not receive standard headings; Project 2.1 will relieve work load of existing staff to allow ongoing attn to authority control upkeep.	A. S.F. local history materials are being worked on by staff now	staff	ongoing
			B. Old children's subject headings are being worked on now	staff	ongoing
			C. Authority control for uniform titles - our vendor is developing software for this now to apply to older materials	0	?
			D. Uniform titles for music - our staff is working on new additions as they come in	staff	ongoing
			E. Spanish language headings -	?	?

			no qualified staff currently available to do this work		
			F. Gay/Lesbian headings - no qualfied staff currently available to do this work	?	?
			G. Series titles - no qualified staff is currently available to do this work	?	?
3.0	TRAINING & ORIENTATION ISSUES				
	These are issues related to helping the public learn how to search the database.				
3.1	Printed search guides	Multiple text-based search modes make it difficult to create effective printed documentation	Reduce number of available search modes (project 1.1 above)	see 1.1	Oct 97 - Jan 98
			NOTE: introduction of graphical search mode will require maintenance of 2 sets of documentation		
			Prepare & print PACV2 user documentation	10,000	Oct - Nov 97
3.2	Training & orientation sessions	Multiple text-based search modes make it difficult to effectively train the public to search the catalog	Reduce number of available search modes (project 1.1 above)	see 1.1	Oct 97 - Jan 98
			NOTE: introduction of graphical search mode will require maintenance of 2 sets of training curricula		
			Create updated training curriculum	staff	Oct - Nov 97
			Create video training module; copy for home use & all sites	5,000	Feb - Mar 98

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SAN FRANCISCO
PUBLIC LIBRARY

DOCUMENTS DEPT.
AUG 1 9 1997
SAN FRANCISCO
PUBLIC LIBRARY

BIOGRAPHY

MICHAEL HOUSH

EDUCATION: **B.A. History/Political Science - University of Kentucky 1971**

EXPERIENCE

1995-Present Administrative Assistant - Board of Supervisors - Tom Ammiano
Office Manager and legislative policy analyst, liaison with Board Members, the Mayor, City Departments. Worked with Ethics Commission, Sunshine Task Force, City Attorney Special Projects with Labor and Civic Groups.

1993-1994 Deputy State Campaign Director
Peralta for Controller - Set up and managed statewide network of volunteers and staff. Located rented & equipped campaign office and coordinate fundraising activities.

1988-1992 Assistant to the Mayor, City and County of San Francisco
Mayor's liaison for policy and program issues relating to city agencies and departments regarding Arts, Education, the Public Library, Parks and Recreation as well as community and neighborhood group and organizations.

1992- Clinton/Gore - United Democratic Campaign, Northern California Field Office Coordinator
Northern California Field Headquarters Area Office Liaison, gathering and disseminating Clinton/Gore Boxer-Feinstein campaign reports and instructions between headquarters and field offices, prepared daily field activities reports covering the northern two-thirds of California for the Field and Operations Director and State Headquarters. Assisted in training, activities preparation and research on campaign activities.

1985-1987 Administrative Assistant to Assemblyman Art Agnos
Supervised a variety of legislative and constituent projects involving the areas of public health, the environment, State/local government issues, State Board of Education and Library.

1982-1984 Legislative Assistant to Congresswoman Barbara Boxer
Served as principal Legislative Assistant to Congresswoman Boxer's Washington staff. Staffed and managed her assigned committee work and legislative program.

1980-1982 Staff Assistant to Congressman John Burton
Community liaison and problem solving specialist for federal agencies involved with health, the Arts, the national park service and internal revenue and customs, worked with community groups and organizations on issues involving federal funding and support.

1974-1979 Curator, Kentucky State Historical Society
Collection Manager, registrar and curator for the State Historical Society's museum system, created organized a specialized library with several thousand volumes and hundreds of manuscripts and original materials related to the museum's collection and mission.

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Free Library of
Philadelphia

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(Page updated 6/10/97aj/bg/jl) (webteam@library.phila.gov)

The Free Library of Philadelphia
1901 Vine Street
Philadelphia, PA 19103
(215) 686-5322

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Search type: `Author` ▼

Type of Materials: `All Materials` ▼

Language: `All Languages` ▼

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(Page updated 4/11/97aj/bg) (webteam@library.phila.gov)

TAN

- Tan, Amy. (about) (21 titles)
- Tan, Benito Ching, 1948- (1 title)
- T`an-che-hsien-sheng, 1543-1603.
  - *Search under:* Chen-k`o, 1543-1603.
- Tan Chet-qua, 1726-1796.
  - *Search under:* Chambers, William, Sir, 1726-1796.
- T`an, Ch`un-lin. (about) (3 titles)
- Tan, Chung, 1929- (about) (1 title)
- Tan, Chunlin.
  - *Search under:* T`an, Ch`un-lin.
- Tan, Dominic, 1930- (1 title)
- Tan, Dorothy. (1 title)
- Tan, Dun, 1957- (about)
- Tan, Dun, 1957- 9 songs.
  - *Search under:* Tan, Dun, 1957- Nine songs.
- Tan, Dun, 1957- Colors. (1 title)
- Tan, Dun, 1957- Death and fire. (1 title)
- Tan, Dun, 1957- Nine songs. (about) (1 title)
- Tan, Dun, 1957- Selections. (1 title)
- Tan, Fei. (about) (2 titles)
- Tan-fei.
  - *Search under:* Tan, Fei.
- Tan, Gerald. (about) (1 title)
- Tan, H. L.
  - *Search under:* Tan, Ronald H. L.

(next)

[Author] [Title] [Subject] [Call Number] [Keyword] [Help with Searching]

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(Page updated 4/11/97aj/bg) (webteam@library.phila.gov)

Tan, Amy.

Records 1 to 21 of 21

- Tan, Amy.
  The Chinese Siamese cat [sound recording]
  1 cassette.

  Holdings:
  CENTRAL CHILDRENS DEPT
    - CALL NUMBER: j Cassette Spoken -- J CASST SP -- Charge/LocalRequest
    - CALL NUMBER: j Cassette Spoken -- J CASST SP -- On Shelf/LocalRequest

  Holdings at other locations:
    - See the additional holdings for this title.

- Tan, Amy.
  The Chinese Siamese cat / story by Amy Tan ; illustrations by Gretchen Schields.
  New York : Macmillan ; Toronto : Maxwell Macmillan Canada ; New York : Maxwell Macmillan International, c1994.

  Holdings:
  CENTRAL CHILDRENS DEPT
    - CALL NUMBER: jE -- JUV BOOK -- Charge
    - CALL NUMBER: jE -- JUV BOOK -- Charge
    - CALL NUMBER: jE -- JUV BOOK -- Charge
    - CALL NUMBER: jE -- JUV BOOK -- Route
    - CALL NUMBER: jE -- JUV BOOK -- Charge

  CHILDREN'S SPECIAL COLLECTION
    - CALL NUMBER: jE -- J HISTORIC -- On Shelf/NonRequest/Notes

  Holdings at other locations:
    - See the additional holdings for this title.

- Tan, Amy.
  Il circolo della fortuna e della felicità : [romanzo] / Amy Tan ; traduzione di Marisa Castino Bado.
  Milano : Rizzoli, c1989.

- Tan, Amy.
  El Club de la Buena Estrella / Amy Tan ; traducción de Jordi Fibla.
  Barcelona : Tusquets, 1990.

  Holdings:
  CENTRAL PHILBRICK LENDING
    - CALL NUMBER: SHELVED AT 863 T153cL Sp -- ADULT BOOK -- On Shelf

  Holdings at other locations:
    - See the additional holdings for this title.

- Tan, Amy.
  Die Frau des Feuergottes : Roman / Amy Tan ; aus dem Amerikanischen von Sabine Lohmann.
  Munchen : Goldmann Verlag, c1991.

  Holdings:
  CENTRAL PHILBRICK LENDING

Search DRA Web

THE CLEVELAND PUBLIC LIBRARY/CLEVNET CATALOG

Choose a method of searching:

SUBJECT AUTHOR TITLE

Placing Requests

Personal Library Record

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[Home] [CPL] [Catalog] [Electronic Resources] [Local Info]

Use Statistics

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Comments?

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Enter the subject heading to search for:

mayors california

Begin Subject Search

Optional Search Qualifiers:

Type of Materials: - All Materials - ▼

Language: - All Languages - ▼

Publication Date:

Enter four digits to specify a year	1993
Enter three digits to specify a decade	196
Enter two digits to specify a century	18

HOME CPL CATALOG ELECTRONIC RESOURCES LOCAL INFO

[Home] [CPL] [Catalog] [Electronic Resources] [Local Info]

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Comments?

MAYORS CALIFORNIA

- Mayors -- California -- Los Angeles -- Biography. (1 title)
- Mayors -- California -- San Francisco -- Biography. (1 title)

Click on any of the following to start a new search:

SUBJECT AUTHOR TITLE

HOME CPL CATALOG ELECTRONIC RESOURCES LOCAL INFO

[Home] [CPL] [Catalog] [Electronic Resources] [Local Info]

©Board of Trustees, Cleveland Public Library.
Comments?

Mayors -- California -- San Francisco -- Biography.

Records 1 to 1 of 1

- Roberts, Jerry.
  Dianne Feinstein / Jerry Roberts.
  San Francisco : HarperCollinsWest, c1994.

  Holdings:
  - CLEVELAND/History
    - CALL NUMBER: E840.8.F45 R63 1994 -- Book -- Available

  Holdings at other locations:
  - See the additional holdings for this title.

Click on any of the following to start a new search:

SUBJECT AUTHOR TITLE

HOME CPL CATALOG ELECTRONIC RESOURCES LOCAL INFO

[Home] [CPL] [Catalog] [Electronic Resources] [Local Info]

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Comments?

Dianne Feinstein

Title:
- Dianne Feinstein / Jerry Roberts.

Author:
- Roberts, Jerry.

Published:
- San Francisco : HarperCollinsWest, c1994.

Edition:
- 1st ed.

Subject:
- Feinstein, Diane, 1933-
- Legislators --United States --Biography.
- Women legislators --United States --Biography.
- United States. Congress. Senate --Biography.
- Mayors --California --San Francisco --Biography.

Material:
- x, 294 p., [8] p. of plates : ill. ; 25 cm.

Note:
- Includes index.

ISBN:
- 0062585088 $20.00

System ID no:
- AEM-9811

Holdings:

CLEVELAND/History
- CALL NUMBER: E840.8.F45 R63 1994 -- Book -- Available

CLEVELAND/Eastman
- CALL NUMBER: E840.8.F45 R63 1994 -- Book -- Available

CLEVELAND/Harvard-Lee
- CALL NUMBER: E840.8.F45 R63 1994 -- Book -- Available

CLEVELAND/Rockport
- CALL NUMBER: E840.8.F45 R63 1994 -- Book -- Available

CLEVELAND/South Brooklyn
- CALL NUMBER: E840.8.F45 R63 1994 -- Book -- Available

CLEVELAND/West Park
- CALL NUMBER: E840.8.F45 R63 1994 -- Book -- Available

CLEV-UNIV HTS/Main Library
- CALL NUMBER: B F3275R -- Book -- Available

SHAKER HTS/Main Biography
- CALL NUMBER: FEINSTEIN B R64 -- Book -- Available

SHAKER HTS/Woods Nonfiction
- CALL NUMBER: FEINSTEIN B R64 -- Book -- Available

WILLO-EASTLK/Willowick Adult
- CALL NUMBER: B FEINSTEIN -- Leased bk -- Available/LocalRequest

WILLO-EASTLK/Willoughby Adult
- CALL NUMBER: B F327R -- Book -- Available

EUCLID/Main Adult
- CALL NUMBER: B FEINSTEIN DIANE -- Nonfiction -- Available

ELYRIA/Main
- CALL NUMBER: B FEINSTEIN -- Ad Non Fic -- Available

ELYRIA/Bookmobile
- CALL NUMBER: B Fei -- Ad Non Fic -- Withdrawn/NonRequest

ELYRIA/West River Branch

- ○ CALL NUMBER: B Fei -- Ad Non Fic -- Available

WAYNE CNTY/Adult Dept
- ○ CALL NUMBER: B FEINSTEIN, DIANNE -- Book -- Available

WAYNE CNTY/Rittman Adult
- ○ CALL NUMBER: B FEINSTEIN, DIANNE -- Book -- Available

ORRVILLE/Adult
- ○ CALL NUMBER: 979.4 ROB -- Book -- Available

TWINSBURG/Adult
- ○ CALL NUMBER: B FEINSTEIN -- MCN 9/94 -- Leased bk -- Available

LORAIN PUBLIC/Lorain Adult
- ○ CALL NUMBER: B F327r Feinstein -- Ad Nonfic -- Available

MACK/Adult
- ○ CALL NUMBER: B FEINSTEI -- NonFic -- Available

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Click on any of the following to choose a method of searching:

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Search by Author
Search by Title
Search by Call Number
ISBN, ISSN, et cetera
Any Word or Words

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Please send comments, suggestions, or bug reports to webmaster

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Last updated March 25, 1997

METRO BOSTON
LIBRARY NETWORK

Welcome to the World-Wide Web Home Page of the Metro Boston Library Network. MBLN is a cooperative resource-sharing network linking the resources of the public library systems of Boston, Chelsea, and Malden. The MBLN online catalog features information about more than 800,000 books, CDs, videos, cassettes, and other materials.

Search the Catalog

Search the Info Desk

Other Places to Search

About My Account

Search Periodicals

Note: due to licensing restrictions, the Search Periodicals option is only accessible from library workstations.

Please send comments, suggestions, or bug reports to webmaster

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Last updated July 21, 1997

Search DRA Web

Search THE MBLN CATALOG by Keyword

Please enter a search word or words. Use Boolean operators (and, not, or) and field qualifiers (*au* for author, *ti* for title, etc.) where appropriate:

Examples:

- ti rabbit and au updike
- su bicycle racing
- guidebooks and (scotland or wales)

Display Search Results as:

● Citation ○ Full ○ MARC

Number of records to display:

● 25 ○ 50 ○ 100 ○ 200 (maximum)

`Begin Search`

Click `Reset` to clear search field.

Search the Catalog

web

Please send comments, suggestions, or bug reports to webmaster

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Last updated on March 25, 1997

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                  HELLO!

  Welcome to the Metro Boston Library Network

              Online Catalog

 Provided by Data Research Associates, Inc.
              © copyright 1995




                Press a key
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Boston Public Library
terminal-based OPAC

Metro-Boston Library Network Online Catalog Internet Access

The Metro Boston Library Network Online Catalog provides author, title, subject, and keyword access to more than 2.5 million items in the circulating collections of the public library systems listed here. The holdings of the library you select will be highlighted in your search results.

1. - Boston -

2. - Chelsea -

3. - Malden -

Q. EXIT or LOGOUT

Please choose one of the listed libraries >>>

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+---------------<Searching: MBLN Catalog -- Information Gateway>-------------
!Find...          Options...          Startover          Quit          Help..
+----------------------------------------------------------------------------



                    Press RETURN to begin searching

                                  OR

           Press the CTRL-N keys for an introduction to GATEWAY


                     Press the HELP key at any time




-----------------------------------------------------------------------------
Press CTRL-N keys for more.
                     Press RETURN to search the database.
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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
AUG 19 1997
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the regular meeting
of Tuesday, August 5, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, August 5, 1997, in the Koret Auditorium, Main Library.

Call to order: 5:46 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven A. Coulter, President; and Carol Steiman

MINUTES [agenda item #2]

Motion: Commissioner Chin moved to approve the minutes of the regular meeting of July 1, 1997.

Members of the public who spoke: Timothy Gillespie opposed approval of the minutes; Deetje Boler opposed approval of the minutes; an anonymous citizen opposed approval of the minutes.

Action: Approved by a vote of 4 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, and Steiman.

REPORT ON ACTION TAKEN IN CLOSED SESSION OF SPECIAL MEETING ON JULY 15, 1997, AGENDA ITEM 2B(2) [agenda item #3]

A. Commission President Coulter read a statement announcing that Regina Minudri was a candidate recommended to the Mayor who ultimately accepted the position of Acting City Librarian.

B. Roll call vote on the recommendation: Commissioner Agnos, yes; Commissioner Chin, yes; Commissioner Coulter, yes; Commissioner Higueras, yes; Commissioner Llorente, yes; Commissioner Steiman, yes; Commissioner Streets, yes.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

CLOSED SESSION [agenda item #5]

President Coulter announced that the Commission would enter closed session pursuant to Government Code section 54957 and San Francisco Administrative Code section 67.10(b) for the purpose of public employee appointment/hiring: Library Commission Secretary.

Time closed session began: 6:16 PM

Time closed session ended: 7:31 PM

Motion: Commissioner Agnos reported that the Library Commission elected to appoint Mike Housh as secretary by a vote of 4 - 0. Roll call vote on the appointment of Mr. Housh: Commissioner Agnos, yes; Commissioner Chin, yes; Commissioner Coulter, yes; Commissioner Steiman, yes.

Commissioner Agnos moved to disclose no additional information regarding the closed session.

Action: Approved by a vote of 4 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, and Steiman.

ADJOURNMENT [agenda item #13]

Motion: Commissioner Agnos moved to adjourn.

Action: Approved by a vote of 4 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, and Steiman.

The regular meeting of Tuesday, August 5, 1997, of the San Francisco Public Library Commission adjourned at 9:39 PM.

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of handouts and background documents are available in the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

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San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
OCT 06 1997
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Revised draft minutes of the regular meeting of Tuesday, August 5, 1997

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The San Francisco Public Library Commission held a regular meeting on Tuesday, August 5, 1997, in the Koret Auditorium, Main Library.

Call to order: 5:46 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven A. Coulter, President; and Carol Steiman

MINUTES [agenda item #2]

Motion: Commissioner Chin moved to approve the minutes of the regular meeting of July 1, 1997.

Public Comment; Timothy Gillespie opposed approval of the minutes; Deetje Boler opposed approval of the minutes; an anonymous citizen opposed approval of the minutes; regarding an individual requested that the Library Commission reconsider the format for minutes of meetings; a member of the public questioned the wording of the motion to approve the supplemental budget request for Mission Branch renovation.

Action: Approved by a vote of 4 - 0. (Ayes) Commissioners Agnos, Chin, Coulter, and Steiman.

3. REPORT ON ACTION TAKEN IN CLOSED SESSION OF SPECIAL MEETING ON JULY 15, 1997

A. Commission President Coulter read a statement announcing that Regina Minudri was a candidate recommended to the Mayor who ultimately accepted the position of Acting City Librarian.

B. Roll call vote on the recommendation: Commissioner Agnos, yes; Commissioner Chin, yes; Commissioner Coulter, yes; Commissioner Higueras, yes; Commissioner Llorente, yes; Commissioner Steiman, yes; Commissioner Streets, yes.

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

Welcome and introduction of new Acting City Librarian: Kathy Page, Chief Librarian, introduced Regina Minudri, Acting City Librarian. Ms. Page recalled Ms. Minudri's tenure as director of the Berkeley Public Library; her active participation in the American Library Association, including her service as ALA president during 1986-87; her presidency of the California Library Association in 1981; her longtime advocacy for universal library service; and her mentorship of library professionals.

Ms. Minudri described her support for intellectual freedom and free access to information; her commitment to removing barriers between information and the public; her dedication to books and to providing user-friendly library service for the community; and her intent to develop participatory management and direct, clear communications within the Public Library.

Public Comment: an individual read a portion of the foreword, written by Regina Minudri, to the book *Public Libraries: Travel Treasures of the West* (M. and A. Rabkin, North American Press, 1994).

5. CLOSED SESSION

President Coulter announced that the Commission would enter closed session pursuant to Government Code section 54957 and San Francisco Administrative Code section 67.10(b) for the purpose of public employee appointment/hiring: Library Commission Secretary.

Time closed session began: 6:16 PM

Time closed session ended: 7:31 PM

Motion: Commissioner Agnos reported that the Library Commission elected to appoint Mike Housh as secretary by a vote of 4 - 0. Roll call vote on the appointment of Mr. Housh: Commissioner Agnos, yes; Commissioner Chin, yes; Commissioner Coulter, yes; Commissioner Steiman, yes.

Commissioner Agnos moved to disclose no additional information regarding the closed session.

Action: Approved by a vote of 4 - 0. (Aye) Commissioners Agnos, Chin, Coulter, and Steiman.

7. **Report on library use and events:** Marcia Schneider, Chief of Branches, reported on the library's year-end statistics for circulation, events, docent-guided tours, and meeting-room usage. The Chief of Branches informed the Commission that the library had scheduled a community meeting for Thursday, August 7, at Mission Branch to discuss the plan for renovation of the branch.

Public Comment: an individual requested that statistics regarding circulation specify the types of items circulated.

8. A **Post-occupancy evaluation:** Kathy Page announced that the ad hoc committee formed by Commissioner Higueras to plan for the library's post-occupancy evaluation had met a second time, and that Jim Cheng of the Department of Public Works and Commissioner Higueras are developing a request for qualifications (RFQ) to identify appropriate firms capable of performing the evaluation.

Ms. Page emphasized that the RFQ will exclude businesses and individuals who were directly involved in the construction of the Main, that the scope of the post-occupancy evaluation was not discussed at the meeting of the ad hoc committee, and that the scope of work will be brought before the Finance, Operations, and Building Committee by Commissioner Higueras prior to finalization.

8. B **Events-management program, third-quarter report:** Commissioner Agnos reviewed the report provided by the Library Foundation detailing revenues and expenses of the events-management program. President Coulter suggested that the library may wish to review the terms of the memorandum of understanding with the foundation to determine whether the events program's revenues could be enhanced without affecting library services.

Ms. Page informed the Commission that the Library Foundation the previous week had remitted $50,000 of its management fee for the year back to the library.

9. **Planning and Policy Committee report:** This item was postponed by the chair.

10. A **Shelving backlog at Main Library:** Ms. Page reported that the standing backlog has been reduced from a daily high of 60,000 materials to approximately 19,500 and that these materials are from the third floor; shelving for the other floors of the library is essentially current. She indicated that 21 new pages have been appointed, that an additional 7 will be hired this week, and 12 more are expected by mid-September.

10. B **Collections shift at Main Library:** Ms. Page stated that the library during the next six weeks will move and interfile certain collections in the Main, and that this can be done without closing the building to the public. She described the scope of the move and the tasks involved, including changing the locator code for these materials in the online catalog; she estimated that approximately 11,000 volumes will be moved from closed stacks to open stacks.

Ms. Page surmised that if the library is permitted to appoint the additional pages as anticipated and work continues as planned, the backlog of unshelved library materials at the Main will be resolved by September 15.

In response to questions from the chair, Ms. Page explained that books in Brooks Hall that have bibliographic information available on the online catalog will be brought into the Main or branches during the six weeks' move, and that a plan will be developed for cataloguing and moving the remaining books--estimated at approximately 6,000 volumes--from Brooks Hall into the Main or branches.

10. C **Online catalog improvements:** Ms. Page reviewed handouts that she had provided and indicated three broad categories of concern regarding the online catalog: (1) software quality issues, (2) quality of data issues, and (3) training and orientation issues. She noted the difficulties involved in offering and supporting three separate search options for the online database and informed the Commission that the library has scheduled a test of PACv2, which offers pulldown menus, to determine whether the library's computer system can meet the resource demands for use systemwide.

Regina Minudri, Acting City Librarian, agreed that staff would provide a demonstration of the online catalog at the September meeting of the Library Commission.

Ms. Page anticipated that the Public Library will move toward a graphic-interface web-based system as fiscal resources and circumstances permit. Ms. Minudri added that the development of network PCs should reduce the eventual cost of providing a graphic-based online catalog for the public.

Commissioners Steiman and Agnos encouraged staff to seek donations of equipment, and President Coulter cautioned that the library's leadership needs to resolve the dissenting views on public/private partnerships within the institution if significant outside participation is to be achieved.

Ms. Page described catalog, authority-control, and training/orientation work that the library plans to undertake, and Commissioner Agnos requested that staff contact Queens Public Library to learn the funding source it utilized to acquire 1,000 PCs in order to offer a completely graphic-interface to patrons.

Public Comment: a member of the public expressed concern regarding the solicitation of funds from private sources; the importance of providing adequate support for branch libraries; a request to distribute Ms. Page's handouts to branch librarians; the importance of evaluating online catalog systems before migrating to a PC-based DRA solution; the need to consider children's needs when planning for the online catalog; and support for providing printed instructions for the online catalog.

11. LIBRARIAN'S GUILD REPORT

Melissa Riley, spokeswoman for the Guild, welcomed Ms. Minudri and expressed staff's desire to work with her to achieve free and equal access to information for all users of the library.

12. PUBLIC COMMENT

The Library Commission heard testimony from an anonymous citizen.

13. ADJOURNMENT

Motion: Commissioner Agnos moved to adjourn.

Action: Approved by a vote of 4 - 0.(Aye) Commissioners Agnos, Chin, Coulter, and Steiman.

The regular meeting of Tuesday, August 5, 1997, of the San Francisco Public Library Commission adjourned at 9:39 PM.

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of handouts and background documents are available in the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

CWindsor/MHoush, Secretary
10/1/97

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting
of Tuesday, August 5, 1997
(Approved October 7, 1997)

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Call to order: 5:46 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven A. Coulter, President; and Carol Steiman

MINUTES [agenda item #2]

Motion: Commissioner Chin moved to approve the minutes of the regular meeting of July 1, 1997.

Public Comment; Timothy Gillespie opposed approval of the minutes; Deetje Boler opposed approval of the minutes; an anonymous citizen opposed approval of the minutes; regarding an individual requested that the Library Commission reconsider the format for minutes of meetings; a member of the public questioned the wording of the motion to approve the supplemental budget request for Mission Branch renovation.

Action: Approved by a vote of 4 - 0. (Ayes) Commissioners Agnos, Chin, Coulter, and Steiman.

3. REPORT ON ACTION TAKEN IN CLOSED SESSION OF SPECIAL MEETING ON JULY 15, 1997

A. Commission President Coulter read a statement announcing that Regina Minudri was a candidate recommended to the Mayor who ultimately accepted the position of Acting City Librarian.

B. Roll call vote on the recommendation: Commissioner Agnos, yes; Commissioner Chin, yes; Commissioner Coulter, yes; Commissioner Higueras, yes; Commissioner Llorente, yes; Commissioner Steiman, yes; Commissioner Streets, yes.

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

Welcome and introduction of new Acting City Librarian: Kathy Page, Chief Librarian, introduced Regina Minudri, Acting City Librarian. Ms. Page recalled Ms. Minudri's tenure as director of the Berkeley Public Library; her active participation in the American Library Association, including her service as ALA president during 1986-87; her presidency of the California Library Association in 1981; her longtime advocacy for universal library service; and her mentoring of library professionals.

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5. CLOSED SESSION

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Regina Minudri, Acting City Librarian, agreed that staff would provide a demonstration of the online catalog at the September meeting of the Library Commission.

Ms. Page anticipated that the Public Library will move toward a graphic-interface web-based system as fiscal resources and circumstances permit. Ms. Minudri added that the development of network PCs should reduce the eventual cost of providing a graphic-based online catalog for the public.

Commissioners Steiman and Agnos encouraged staff to seek donations of equipment, and President Coulter cautioned that the library's leadership needs to resolve the dissenting views on public/private partnerships within the institution if significant outside participation is to be achieved.

Ms. Page described catalog, authority-control, and training/orientation work that the library plans to undertake, and Commissioner Agnos requested that staff contact Queens Public Library to learn the funding source it utilized to acquire 1,000 PCs in order to offer a completely graphic-interface to patrons.

Public Comment: a member of the public expressed concern regarding the solicitation of funds from private sources; the importance of providing adequate support for branch libraries; a request to distribute Ms. Page's handouts to branch librarians; the importance of evaluating online catalog systems before migrating to a PC-based DRA solution; the need to consider children's needs when planning for the online catalog; and support for providing printed instructions for the online catalog.

11. LIBRARIAN'S GUILD REPORT

Melissa Riley, spokeswoman for the Guild, welcomed Ms. Minudri and expressed staff's desire to work with her to achieve free and equal access to information for all users of the library.

12. PUBLIC COMMENT

The Library Commission heard testimony from an anonymous citizen.

13. ADJOURNMENT

Motion: Commissioner Agnos moved to adjourn.

Action: Approved by a vote of 4 - 0.(Aye) Commissioners Agnos, Chin, Coulter, and Steiman.

The regular meeting of Tuesday, August 5, 1997, of the San Francisco Public Library Commission adjourned at 9:39 PM.

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of handouts and background documents are available in the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

CWindsor/MHoush, Secretary
10/6/97

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San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

NOT APPROVED BY THE LIBRARY COMMISSION
NOT PART OF LIBRARY COMMISSION MINUTES

DOCUMENTS DEPT.
SEP 02 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
Acting City Librarian

SECRETARY'S SUPPLEMENTARY REPORT for the regular meeting of Tuesday, August 5, 1997, of the San Francisco Public Library Commission

1. **Call to order:** See minutes of the regular meeting of August 5, 1997.

2. **Minutes:** During public comment regarding approval of the minutes of the meeting of July 1, 1997, an individual requested that the Library Commission reconsider the format for minutes of meetings. A member of the public questioned the wording of the motion to approve the supplemental budget request for Mission Branch renovation.

3. **Report on action taken in closed session of the special meeting on July 15, 1997:** See minutes of the regular meeting of August 5, 1997.

4. **Welcome and introduction of new Acting City Librarian:** Kathy Page, Chief Librarian, introduced Regina Minudri, Acting City Librarian. Ms. Page recalled Ms. Minudri's tenure as director of the Berkeley Public Library; her active participation in the American Library Association, including her service as ALA president during 1986-87; her presidency of the California Library Association in 1981; her longtime advocacy for universal library service; and her mentorship of library professionals.

   Ms. Minudri described her support for intellectual freedom and free access to information; her commitment to removing barriers between information and the public; her dedication to books and to providing user-friendly library service for the community; and her intent to develop participatory management and direct, clear communications within the Public Library.

   During public comment, an individual read a portion of the foreword, written by Regina Minudri, to the book *Public Libraries: Travel Treasures of the West* (M. and A. Rabkin, North American Press, 1994).

5. **Closed session:** See minutes of the regular meeting of August 5, 1997.

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San Francisco, California 94102

6. **Reconvene in open session:** See minutes of the regular meeting of August 5, 1997.

7. **Report on library use and events:** Marcia Schneider, Chief of Branches, reported on the library's year-end statistics for circulation, events, docent-guided tours, and meeting-room usage.

The Chief of Branches informed the Commission that the library had scheduled a community meeting for Thursday, August 7, at Mission Branch to discuss the plan for renovation of the branch.

During public comment regarding the report, an individual requested that statistics regarding circulation specify the types of items circulated.

8.A **Post-occupancy evaluation:** Kathy Page announced that the ad hoc committee formed by Commissioner Higueras to plan for the library's post-occupancy evaluation had met a second time, and that Jim Cheng of the Department of Public Works and Commissioner Higueras are developing a request for qualifications (RFQ) to identify appropriate firms capable of performing the evaluation.

In response to a member of the public's concern regarding the independence of the evaluation, Ms. Page emphasized that the RFQ will exclude businesses and individuals who were directly involved in the construction of the Main, that the scope of the post-occupancy evaluation was not discussed at the meeting of the ad hoc committee, and that the scope of work will be brought before the Finance, Operations, and Building Committee by Commissioner Higueras prior to finalization.

8.B **Events-management program, third-quarter report:** Commissioner Agnos reviewed the report provided by the Library Foundation detailing revenues and expenses of the events-management program. President Coulter suggested that the library may wish to review the terms of the memorandum of understanding with the foundation to determine whether the events program's revenues could be enhanced without affecting library services.

Ms. Page informed the Commission that the Library Foundation the previous week had remitted $50,000 of its management fee for the year back to the library.

9. **Planning and Policy Committee report:** This item was postponed by the chair.

10.A **Shelving backlog at Main Library:** Ms. Page reported that the standing backlog has been reduced from a daily high of 60,000 materials to approximately 19,500 and that these materials are from the third floor; shelving for the other floors of the library is essentially current. She indicated that 21 new pages have been appointed, that an additional 7 will be hired this week, and 12 more are expected by mid-September.

10.B **Collections shift at Main Library:** Ms. Page stated that the library during the next six weeks will move and interfile certain collections in the Main, and that this can be done without closing the building to the public. She described the scope of the move and the tasks involved, including changing the locator code for these materials in the online catalog; she estimated that approximately 11,000 volumes will be moved from closed stacks to open stacks.

Ms. Page surmised that if the library is permitted to appoint the additional pages as anticipated and work continues as planned, the backlog of unshelved library materials at the Main will be resolved by September 15.

In response to questions from the chair, Ms. Page explained that books in Brooks Hall that have bibliographic information available on the online catalog will be brought into the Main or branches during the six weeks' move, and that a plan will be developed for cataloguing and moving the remaining books--estimated at approximately 6,000 volumes--from Brooks Hall into the Main or branches.

10.C **Online catalog improvements:** Ms. Page reviewed handouts that she had provided and indicated three broad categories of concern regarding the online catalog: (1) software quality issues, (2) quality of data issues, and (3) training and orientation issues. She noted the difficulties involved in offering and supporting three separate search options for the online database and informed the Commission that the library has scheduled a test of PACv2, which offers pulldown menus, to determine whether the library's computer system can meet the resource demands for use systemwide.

Regina Minudri, Acting City Librarian, agreed that staff would provide a demonstration of the online catalog at the September meeting of the Library Commission.

Ms. Page anticipated that the Public Library will move toward a graphic-interface web-based system as fiscal resources and circumstances permit. Ms. Minudri added that the development of network PCs should reduce the eventual cost of providing a graphic-based online catalog for the public.

Commissioners Steiman and Agnos encouraged staff to seek donations of equipment, and President Coulter cautioned that the library's leadership needs to resolve the dissenting views on public/private partnerships within the institution if significant outside participation is to be achieved.

Ms. Page described catalog, authority-control, and training/orientation work that the library plans to undertake, and Commissioner Agnos requested that staff contact Queens Public Library to learn the funding source it utilized to acquire 1,000 PCs in order to offer a completely graphic-interface to patrons.

Public comment regarding the report included expressions of concern regarding the solicitation of funds from private sources; the importance of providing adequate support for branch libraries; a request to distribute Ms. Page's handouts to branch librarians; the importance of evaluating online catalog systems before migrating to a PC-based DRA solution; the need to consider children's needs when planning for the online catalog; and support for providing printed instructions for the online catalog.

11. **Librarians' Guild report:** Melissa Riley, spokeswoman for the Guild, welcomed Ms. Minudri and expressed staff's desire to work with her to achieve free and equal access to information for all users of the library.

12. **Public comment:** The Library Commission heard testimony from an anonymous citizen.

13. **Adjournment:** See minutes of the regular meeting of August 5, 1997.

C. Windsor
August 29, 1997

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
AUG 29 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higueras, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
Acting City Librarian

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/97

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **TUESDAY, SEPTEMBER 2, 1997**

TIME: **5:30 p.m.**

PLACE: **Koret Auditorium**
Main Library
100 Larkin Street
San Francisco

AGENDA

1. Call to Order

2. Minutes

Discussion and possible action to approve minutes of the following meetings:

Special Meeting of July 15, 1997	**ACTION**
Special Meeting of July 17, 1997	**ACTION**
Regular Meeting of August 5, 1997	**ACTION**

3. City Librarian's Report
Regina Minudri, Acting City Librarian

A. Shelving Backlog at Main Library
B. Collections Shift at Main Library
C. Online Catalog Improvements
-Demonstration by Steve McLaughlin, SFPL Automation

D. Discussion and possible inclusion of four branch libraries on potential ESP III bond measure.

   1. Discussion and possible action to refer the proposal to Finance Committee for further discussion **ACTION**

   2. Discussion and possible action to approve schedule of public meetings **ACTION**

4. Report on Library Use and Events
   Marcia Schneider, Acting Chief of Branches/Community Relations

5. Librarians' Guild Report

6. New Business (This item is to allow Commissioners to introduce new subjects for discussion at future Commission meetings.)

7. Public Comment (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to introduce new agenda items for the Commission's consideration.)

8. Adjournment (Requires motion and public comment) **ACTION**

* Members of the public will have the opportunity to comment on each item of the agenda.

8/28/97
R. Scott

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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
OCT 06 1997
SAN FRANCISCO
PUBLIC LIBRARY

LIE L. BROWN, JR.
or

EN A. COULTER
dent

A. STREETS
President

RY AGNOS
NIE K. CHIN
LES A. HIGUERAS, A.I.A.
EST H. LLORENTE
OL STEIMAN
missioners

NA MINUDRI
ig City Librarian

HAEL HOUSH
mission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of regular meeting of Tuesday, September 2, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, September 2, 1997 in the Koret Auditorium, Main Library.

1. CALL TO ORDER: The meeting was called to order at 5:46 p.m. by President Steven A. Coulter.

The following members were noted present: President Coulter; Commissioners Carol Steiman, Lonnie K. Chin, and Ernest H. Llorente.

2. APPROVAL OF MINUTES of the special meeting of July 15, 1997
MOTION: approval moved by Commissioner Llorente, seconded by Commissioner Chin

PUBLIC COMMENT: Timothy Gillespie and Peter Warfield, members of the public, opposed adoption of the minutes.

ACTION: APPROVED 4-0 (Aye - Coulter, Steiman, Chin, and Llorente)

APPROVAL OF MINUTES of the special meeting of July 17, 1997
MOTION: approval moved by Commissioner Llorente, seconded by Commissioner Chin.

ACTION: APPROVED 4-0 (Aye - Coulter, Steiman, Chin, and Llorente)

APPROVAL OF MINUTES of the meeting of August 5, 1997
MOTION: approval moved by Commissioner Chin, seconded by Commissioner Llorente.

President Coulter suggested that special reports and suppliments be included in the minutes as attachments. Commissioner Llorente agreed that this could be useful, but that current procedures continue until a new minutes policy could be put into place. Commissioner Steiman suggested that these items be included with any supplemental materials. Commissioner Steiman also expressed her wish for improvement in the minutes. Commissioner Chin hoped to keep focus on substantive matters.

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SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

PUBLIC COMMENT: Jim Kirwan, an anonymous citizen, Peter Warfield, Deetje Boler, and Timothy Gillespie opposed approval of the minutes as submitted. Tillie Olsen asked that members of the public making public comment be identified by name in the minutes.

ACTION: Failed adoption 3-1 (Aye - Coulter, Chin, and Llorente - opposed Commissioner Steiman)

Commissioner Steiman requested that approval of the August 5, 1997 minutes be calendared for the next regular Commission meeting.

3. CITY LIBRARIAN'S REPORT: Regina Minudri

Shelving backlog at the Main Library is reduced to approximately 10,000 volumns.The collections shift at Main Library is on schedule. The backlog remaining is due to a tight shelving situation. Remaining pages have been hired and their training partially complete. Additional shelving is on order which should help reduce overcrowding and permit returned books to be reshelved. The City Librarian recognized staff members who had served on the Tertiary Move Committee, Marilyn Thieme, Tibby Storey, Thomas Fowler, Stan Carroll, Steve McLaughlin, John Kenny, and Jimmie Rainey.

Commissioner Steiman raised concerns about space constraints and its impact on the collection. Potential uses of Brooks Hall to address these concerns were discussed by the City Librarian. President Coulter asked about the status of the book return to shelf rate. The City Librarian reported improvement. Our stated goal is to shelve returned books within 72 hours.

A demonstration of online catalogue improvements was conducted by Steve McLaughlin, SFPL Automation.

Commissioner Steiman asked about ways to improve the online catalog. Commissioner Llorente inquired regarding costs of both short and longterm improvements.The City Librarian reported we need to continued efforts to improve PAC V2 and we will need additional funding to move toward a point and click environment. Many other major libraries are now using icon based point and click catalogs. The City Librarian stated action is underway to complete entering materials not yet in the catalog.

PUBLIC COMMENT: Barbara Berman, expressed her appreciation to those working on these online improvements. James Chaffee raised concerns about moving forward in choosing online systems in light of the the library's experince with the current system. Detje Boler suggested that printed instructions would make using the current system easier to use. Jim Kirwan asked what percent of the budget has been spent on computers. Timothy Gillespie expressed continuing concern about a lack of specialized analysis of these systems before they are acquired.

The City Librarian discussed the possible inclusion of four branch libraries, Richmond, Marina, Noe Valley, and Golden Gate Valley in the Earthquake Safety Bond Program (ESP III). This proposed bond could also meet the expansion needs of the branchs. The City Librarian proposed:

1. Richmond, Marina, Noe Valley, and Golden Gate Valley be included in a possible ESP II Bond proposal.
2. A series of public meetings be held in the affected branchs to solicit community input and suggestions concerning this proposal - a tenative schedule was suggested.
3. That the Commission decide at its November meeting which branchs to include and the process by which these rehabilitations and expansions would be carried out.

President Coulter referred these items to the Finance Committee.

PUBLIC COMMENT: Jim Kirwan observed that committees frequently do not meet as scheduled.

MOTION: Approval of a schedule of branch meetings concerning the proposed seismic strengthening and expansion of the four branch libraries was moved by Commissioner Llorente, Commissioner Steiman seconded.

ACTION: Approved 4-0 (Aye - Coulter, Steiman, Chin, and Llorente)

PUBLIC COMMENT: Jim Kirwan requested information concerning the Post Occupancy Report. James Chaffee asked about the status of bibliographic information, the security of the collection, details of moving the collection, and issues concerning the Post Occupancy Report.

A report by Roberto Esteves, Acting Chief of the Main concerning the status of the shift/shelving is attached.

4. **REPORT ON LIBRARY USE AND EVENTS**:

Chief of Branches/Community Relations Marcia Schnieder reported on programs and exhibitions. A copy of her report is attached.

5. **LIBRARIAN'S GUILD**: Kathy Bremer discussed her meeting with the Acting City Librarian.

6. **NEW BUSINESS**: Commissioner Steiman requested a discussion of issues involved in improving the minutes of the Commission at the next meeting.

PUBLIC COMMENT: Detje Boler suggested that the issues concerning the minutes be addressed as a bylaw change. Peter Warfield commented that the bylaws regarding the format of commission minutes should be changed.

7. PUBLIC COMMENT

Annette McNair requested clarification of a statement attributed to President Coulter in the August 6, 1997 issue of the San Francisco Bay Guardian.Tillie Olson requested an apology from the Commission President. Margie O'Driscoll of Friends of the Library called the Commissioner's attention to the "Friends" Book Sale as well as the "Friends" literary lecture series. James Chaffee read from Grey's Elegy on a Country Churchyard and discussed possible implications. Peter Warfield raised further concerns with analysis, documentation, and issues needed to improve the online catalogue. Timothy Gillespie discussed points related to his lawsuit against the Public Library Commission.

The entire Commission expressed its thanks and appreciation for the dedication and very hard work contributed by Acting Commission Secretary Cooley Windsor.

8. ADJOURNMENT: Upon a motion by Commissioner Steiman, seconded by Commissioner Llorente the meeting was adjourned at 8:43 p.m.

ACTION: Approved (Aye - Coulter, Steiman, Chin, and Llorente)

Michael Housh
Library Commission Secretary
09/30/97

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102.

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Approved minutes of regular meeting of Tuesday, September 2, 1997

(Approved October 7, 1997)

The San Francisco Public Library Commission held a regular meeting on Tuesday, September 2, 1997 in the Koret Auditorium, Main Library.

1. CALL TO ORDER: The meeting was called to order at 5:46 p.m. by President Steven A. Coulter.

The following members were noted present: President Coulter; Commissioners Carol Steiman, Lonnie K. Chin, and Ernest H. Llorente.

2. APPROVAL OF MINUTES of the special meeting of July 15, 1997
MOTION: approval moved by Commissioner Llorente, seconded by Commissioner Chin

PUBLIC COMMENT: Timothy Gillespie and Peter Warfield, members of the public, opposed adoption of the minutes.

ACTION: APPROVED 4-0 (Aye - Coulter, Steiman, Chin, and Llorente)

APPROVAL OF MINUTES of the special meeting of July 17, 1997
MOTION: approval moved by Commissioner Llorente, seconded by Commissioner Chin.

ACTION: APPROVED 4-0 (Aye - Coulter, Steiman, Chin, and Llorente)

APPROVAL OF MINUTES of the meeting of August 5, 1997
MOTION: approval moved by Commissioner Chin, seconded by Commissioner Llorente.

President Coulter suggested that special reports and supplements be included in the minutes as attachments. Commissioner Llorente agreed that this could be useful, but that current procedures continue until a new minutes policy could be put into place. Commissioner Steiman suggested that these items be included with any supplemental materials. Commissioner Steiman also expressed her wish for improvement in the minutes. Commissioner Chin hoped to keep focus on substantive matters.

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San Francisco, California 94102
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PUBLIC COMMENT: Jim Kirwan, an anonymous citizen, Peter Warfield, Detje Boler, and Timothy Gillespie opposed approval of the minutes as submitted. Tillie Olsen asked that members of the public making public comment be identified by name in the minutes.

ACTION: Failed adoption 3-1 (Aye - Coulter, Chin, and Llorente - opposed Commissioner Steiman)

Commissioner Steiman requested that approval of the August 5, 1997 minutes be calendar for the next regular Commission meeting.

3. CITY LIBRARIAN'S REPORT: Regina Minudri

Shelving backlog at the Main Library is reduced to approximately 10,000 volumes. The collections shift at Main Library is on schedule. The backlog remaining is due to a tight shelving situation. Remaining pages have been hired and their training partially complete. Additional shelving is on order which should help reduce overcrowding and permit returned books to be reshelved. The City Librarian recognized staff members who had served on the Tertiary Move Committee, Marilyn Thieme, Tibby Storey, Thomas Fowler, Stan Carroll, Steve McLaughlin, John Kenny, and Jimmie Rainey.

Commissioner Steiman raised concerns about space constraints and its impact on the collection. Potential uses of Brooks Hall to address these concerns were discussed by the City Librarian. President Coulter asked about the status of the book return to shelf rate. The City Librarian reported improvement. Our stated goal is to shelve returned books within 72 hours.

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PUBLIC COMMENT: Barbara Berman, expressed her appreciation to those working on these online improvements. James Chaffee raised concerns about moving forward in choosing online systems in light of the library's experience with the current system. Detje Boler suggested that printed instructions would make using the current system easier to use. Jim Kirwan asked what percent of the budget has been spent on computers. Timothy Gillespie expressed continuing concern about a lack of specialized analysis of these systems before they are acquired.

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2. A series of public meetings be held in the affected branches to solicit community input and suggestions concerning this proposal - a tentative schedule was suggested.
3. That the Commission decide at its November meeting which branches to include and the process by which these rehabilitation's and expansions would be carried out.

President Coulter referred these items to the Finance Committee.

PUBLIC COMMENT: Jim Kirwan observed that committees frequently do not meet as scheduled.

MOTION: Approval of a schedule of branch meetings concerning the proposed seismic strengthening and expansion of the four branch libraries was moved by Commissioner Llorente, Commissioner Steiman seconded.

ACTION: Approved 4-0 (Aye - Coulter, Steiman, Chin, and Llorente)

PUBLIC COMMENT: Jim Kirwan requested information concerning the Post Occupancy Report. James Chaffee asked about the status of bibliographic information, the security of the collection, details of moving the collection, and issues concerning the Post Occupancy Report.

A report by Roberto Esteves, Acting Chief of the Main concerning the status of the shift/shelving is attached.

4. **REPORT ON LIBRARY USE AND EVENTS**:

Chief of Branches/Community Relations Marcia Schneider reported on programs and exhibitions. A copy of her report is attached.

5. LIBRARIAN'S GUILD: Cathy Bremer discussed her meeting with the Acting City Librarian.

6. **NEW BUSINESS**: Commissioner Steiman requested a discussion of issues involved in improving the minutes of the Commission at the next meeting.

PUBLIC COMMENT: Detje Boler suggested that the issues concerning the minutes be addressed as a bylaw change. Peter Warfield commented that the bylaws regarding the format of commission minutes should be changed.

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The entire Commission expressed its thanks and appreciation for the dedication and very hard work contributed by Acting Commission Secretary Cooley Windsor.

8. ADJOURNMENT: Upon a motion by Commissioner Steiman, seconded by Commissioner Llorente the meeting was adjourned at 8:43 p.m.

ACTION: Approved (Aye - Coulter, Steiman, Chin, and Llorente)

Michael Housh
Library Commission Secretary
09/30/97

Copies of Commission handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

TO: Regina Minudri September 2, 1997
FROM: Roberto Esteves, Acting Chief of Main
RE: Status of Shift/Shelving Backlog

BACKLOG:
The current backlog has been reduced to approximately 10,000 volumes (reduced from 20,000 last month and down from the high of 50-60,000 during our worst period). During the past month, approximately 10,000 backlogged books have been shelved on the 4th floor and the into spaces vacated by the move of the 3rd floor books. This includes all 500s (pure sciences), 610s (medical), 630s (gardening & horticulture), 640s (cooking & home economics) and 794-799 (sports & recreation). The remaining backlogged materials to be shelved on the third floor are 970s, biographies, and fiction materials. In order to provide the space for these materials on the 3rd floor, compact stack materials must be inter-filed and shifted, and the corresponding reference materials to the previously moved circulating materials must also move to the 4th floor (500s, 610s, 630s, 640s, etc.)

SHIFTING:
During the month of August each of the books moved to the 4th floor had its bar code scanned and its computer code changed as it moved. Approximately 31,000 books were moved from the 3rd to the 4th floor. Similarly, every book in these Dewey areas that are being returned to the main library must have its location code changed so that patron can see the book is now "available" on the 4th floor, not the 3rd floor. The entire collection has to be shifted to accommodate the reference and circulating books. To date approximately 50,000 books have been shifted on the 4th floor and approximately 30,000 books have been shifted on the third floor.

PAGES:
The last four pages are scheduled to begin on Wednesday, September 10. Like the other pages before them, they will be given a general orientation to the library and a brief training program. A more extensive training program will be implemented after the Tertiary Move has been completed.

BROOKS:
The inventoried book materials in Brooks are noted in the catalog and paged as requested. Many older titles (approximately 15,000) will remain in Brooks and brought into the library as requested. Approximately 10,000 books still need to be reviewed or have bibliographic records added to the on-line catalog.

CONSTRAINTS:
Shelving:
Additional shelving units are on order and are to be shipped from the manufacturer on September 12. This shelving will permit an additional 6,000 circulating books (sports & recreation) now located in the 3rd floor compact stacks to be moved onto the shelving that will be constructed in the Art /Music & Recreation section of the 4th floor.

Page Supervision:
Page recruitment, interviewing, training and orientation has been extremely difficult with supervisor vacations and the fact that two of the Material Manager (page supervisors) are no longer on the SFPL payroll. While many employees should be complimented for their extraordinary services over the past two months overseeing the long awaited hiring and training the new pages, and keeping the shifting and shelving of the backlog on track. I would like to formally acknowledge the extraordinary efforts of several staff members: Marilyn Thieme, Tibby Storey, Thomas Fowler, Stan Carroll, Steve McLaughlin, John Kenny and Jimmie Rainey (the "Tertiary Move Committee") Without them, none of the shift, shelving or new paging efforts could have been accomplished.

Civic Center
San Francisco, California 94102

REPORT TO LIBRARY COMMISSION ON LIBRARY USE AND EVENTS
September 2, 1997

Exhibitions

Brave Little Girls

An exhibition of children's books and original illustrations celebrating young heroines from diverse cultures, organized and circulated by The National Museum of Women in the Arts, Washington D.C. September 9 - November 30. Jewett Gallery, Lower Level.

A press conference hosted by Wendy Tokuda will be held on Monday, September 8 at 11:00 in the Koret auditorium to announce the winners and their nominees of the Brave Girls contest (described to Commission last month). The exhibition opens Tuesday, September 9 with an opening reception at 6:00 in the Latino Hispanic Community Meeting Room, followed by a special performance by the Word for Word Performing Arts Company of Newbery Award winning author E.L. Konigsberg's *Jennifer, Hecate, Macbeth, William McKinley and Me, Elizabeth* in the Koret Auditorium.

The exhibition will be publicized with Muni posters and bus cards, public service announcements, outdoor boards, train cards on BART, and more. (Demo of graphics)

Exhibition represents one of the most far reaching collaborations of SFPL. Multiple funders, including the main sponsor, Three Guineas Fund, along with the San Francisco Foundation, the Morris Stulsaft Foundation, United Way, the San Francisco Women's Foundation, Girls Inc., the Bernard Osher Foundation, Sears Roebuck and Co., Nordstrom, the Library Foundation, Friends of the Library, and the Junior League, which sponsored the essay contest. A number of individual community volunteers made major donations of time and commitment to this project.

The Library is sponsoring about 75 programs in association with this exhibition for children, teens and adults. The Office of Children's and Youth Services especially has done a fabulous job of sponsoring a broad range of programs, including art programs, author and artist presentations, musicians, dramatic presentations and storytelling.

Teen docents will be on hand throughout the exhibition to guide people through it.

Particular Voices: Portraits of Gay and Lesbian Writers
Photographs by Robert Giard

An exhibition of black and white photographic portraits of gay and lesbian writers associated with the San Francisco Bay Area. Skylight Gallery, 6th floor.

Opening reception and book launch, Tuesday, September 16, 6:00 - 7:30, Skylight Gallery. Robert Giard will be available to sign copies of *Particular Voices* (MIT Press, 1997). Reception sponsored by the Library Foundation; booksigning sponsored by the Friends of the Library.

General: Accurate count of 6th floor exhibition attendance not available, but it is clear that there is remarkable attendance. Last two exhibits, Kalligraphia (July 1 - August 31) and Book Works: the 8th Biennial Pacific Center for the Book Arts Members' Exhibition (May 11 - June 28) both attracted a large and steady stream of visitors.

Other Program Highlights

Fall opera previews: Lectures on Opera begin with *Death in Venice* (September 3, Koret, 12 Noon), followed by *Der Fliegende Hollander* (September 17, Koret, 12 Noon). This popular lecture series is presented by the Opera Guild.

Monday, September 22, there will be a public celebration of free speech marking Banned Books Week. **Censored: Soapbox Readings from Banned Books** will be led by Howard Junker of *ZYZZYVA* magazine, and will feature reading by local authors, library staff and community members from censored fiction, poetry and prose on the Larkin Street steps of the Main Library, Noon to 2:00.

Reading and cartooning by Phil Frank, in conversation with Scott Shafer.
Longtime library support Phil Frank will read and cartoon from his latest anthology, *"I'm Ink, Therefore I Am!" Farley's San Francisco Chronicles* on Tuesday, September 30, 6:30 p.m., Koret Auditorium. Phil has been following the library's ups and downs through his strip for the last decade, including the re-opening of the old Main Library in January 1990 following the Loma Prieta earthquake, the library's budget woes in the early 1990s, and his Marian the Librarian series during the design of the new Main Library. He also supported the Save Our Libraries campaign, and donated extensive artwork to the library in celebration of the passage of Prop E. Book signing sponsored by Pomegranate Press.

State Library Forum

In the spring of 1997 the California State Library hosted a convocation on the subject of providing public library service to California's 21st century population. There is now a series of follow-up forums to discuss the recommendations made by a number of library leaders at the convocation. SFPL will be hosting one of these meetings on September 16 from 9 - noon in the Latino Hispanic Community meeting room. Library users and supporters are encouraged to participate in the forum. Sign up in advance by calling 557-4590. Proceedings from the Convocation are available at the General Collections Reference Desk on the Third Floor.

Reminder: Mission Branch will be closing on September 15 to relocate to its temporary site at 2601 Mission Street, re-opening on October 27. The children's room will remain open all but the final two weeks of the move. Because the temporary site is smaller than the permanent facility, the branch is currently conducting a paper survey to determine which parts of the collection the public wants most in the temporary site.

*COB/CR::*mgs

SCHEDULE OF BRANCH PUBLIC MEETINGS ON ESP 3

(approved by Commission September 2, 1997)

Richmond	**Monday, October 6**	**6:30 p.m.**
Marina	**Tuesday, October 14**	**6:30 p.m.**
Noe Valley	**Thursday, October 16**	**6:30 p.m.**
Golden Gate Valley	**Wednesday, October 22**	**6:30 p.m.**

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San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

1st Posted 10/2/97

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, October 7, 1997**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

AGENDA:

1. CALL TO ORDER

2. MINUTES — ACTION

   Discussion of, and possible action to approve a policy on Official Minutes for the Public Library Commission and its committees.

3. Presentation of, discussion of, and possible action to approve the minutes of Commission Meeting of September 2, 1997. — ACTION

4. Presentation of, discussion of, and possible action to approve the minutes of Commission Meeting of August 5, 1997. — ACTION

5. LIBRARIAN'S REPORT
   Report by Regina Minudri

Civic Center
San Francisco, California 94102

6. **PATRON FRIENDLY SERVICES POLICY** **ACTION**
Discussion and possible action drafting Library policies for improved patron services in response to the Mayor's request that all city departments promote greater "patron friendly" service to the public.

7. **FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT** **ACTION**

Discussion of, and possible action on issues involved with the Post Occupancy Evaluation (POE).

Discussion of, and possible action to approve the inclusion of four branch libraries: Richmond, Marina, Noe Valley, and Golden Gate Valley in a proposed 1998 Seismic Improvement Bond.

8. **PLANNING AND POLICY COMMITTEE REPORT**

9. **LIBRARIANS' GUILD REPORT**

10. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

11. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

12. **ADJOURNMENT** (requires motion and public comment) **ACTION**

09/30/97 - M.Housh, Secretary

San Francisco Public Library
Access, Discover, Empower

DRAFT POLICY STATEMENT ON COMMISSION MEETING MINUTES

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A. Streets
President

ry Agnos
nie K. Chin
les A. Higueras, A.I.A.
est H. Llorente
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missioners

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mission Secretary

It is the policy of the Library Commission in accordance with the Ralph M. Brown Act (Government Code Section 6250 et seq.), the San Francisco City Charter (Section 3.500), and the San Francisco Sunshine Ordiance (San Francisco Administrative Code Sections 67 et seq), and the library Commission's Bylaws (Article VII) that minutes of its meetings shall state:

1. The time the meeting was called to order
2. The names of the members attending the meeting
3. The roll call vote on each matter considered at the meeting
4. The time the Commission began and ended any closed session
5. A list of those members of the public who spoke on each matter (if the speakers identified themselves) and whether such speakers supported or opposed the matter.
6. The time the meeting was adjourned.

Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body.

Civic Center
San Francisco, California 94102

San Francisco Public Library
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of regular meeting of Tuesday, October 7, 1997

The San Francisco Public Library Commission held a regular meeting on Tuesday, October 7, 1997 in the Koret Auditorium, Main Library.

1. **CALL TO ORDER:** The meeting was called to order at 5:35 p.m. by President Steven A. Coulter.

The following members were noted present: President Coulter; Vice President Streets, Commissioners Agnos, Higueras, and Steiman. Commissioners Chin and Llorente joined the meeting at 5:45 pm.

2. MINUTES

The Commission Secretary presented a report on the laws, charter provisions, and city ordinances, and Library Commission Bylaws governing official minutes, (copy attached) and made recommendations for approval of a policy statement on the Commission's minutes. Mrs. Marilyn Borovoy, a noted parliamentarian made a presentation on the purpose and proper nature of minutes. Deputy City Attorney Sandra Schaefer further discussed and clarified aspects of the law and ordinance governing the Commission's official minutes. The Commissioners asked questions concerning; making changes in the minutes, the minutes policies of other commissions, matters related to the public comment component of minutes, making of parliamentary motions, and inclusion of additional items in official minutes.

PUBLIC COMMENT: an anonymous member of the public spoke critically of the Commission's past process in addressing minutes, Margaret Conklin supported the proposed new minutes policy, Timothy Gillespie criticized the Commissioners actions and asked about the process for submitting material, James Kirwan criticized the Commissioner's views, Deetje Boler inquired concerning Commission Bylaws on minutes, and Peter Warfield discussed his views concerning legal requirements for public meetings/published minutes.

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

MOTION: Commissioner Streets moved, seconded by Commissioner Higueras:

It is the policy of the Library Commission in accordance with the Ralph M. Brown Act (Government Code Section 6250 et seq.), The Charter of the City and County of San Francisco (Section 4.100), the San Francisco Sunshine Ordinance (San Francisco Administrative Code Sections 67 et seq.), and the Bylaws of the Library Commission (Article VII) that minutes of its meetings shall state:

1. **The time the meeting was called to order;**
2. **The names of the members attending the meeting;**
3. **The roll call vote on each matter considered at the meeting;**
4. **The time the Commission began and ended any closed session;**
5. **A list of those members of the public who spoke on each matter, (if the speaker chose to identify themselves) and whether such speakers supported or opposed the issue;**
6. **The time the meeting was adjourned.**

With the approval of the Commission, brief descriptions of information, suggestions for new business items for the Commission, or questions raised by a member of the public during the public comment portion of any agenda item or during the Public Comment agenda item itself may be included in the minutes.

Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body.

ACTION: APPROVED 7-0 (Aye - Coulter, Streets, Agnos, Chin, Higueras, Llorente, and Steiman,)

3. **APPROVAL OF MINUTES** of the regular meeting of September 2, 1997

PUBLIC COMMENT: Annette MacNair asked that mention of the **Library Employee Union Chapter** be included in the Librarians Guild Report (amended without objection) as well as requested continued opportunities to correct errors in the minutes. An anonymous member of the public asked correction of remarks attributed to James Chaffee. Peter Warfield requested amendment of remarks attributed to him and asked about details of presentations at the meeting. Timothy Gillespie criticized the Commissioners.

MOTION: approval moved by Commissioner Agnos, seconded by Commissioner Llorente.

ACTION: APPROVED 7-0 (Aye - Coulter, Streets, Agnos, Chin, Higueras, Llorente, and Steiman).

4. **APPROVAL OF MINUTES** of the meeting of August 5, 1997

Public Comment: Peter Warfield noted improvement in the minutes and remaining deficiencies. Timothy Gillespie suggested submission of sworn statements to be included in minutes.

MOTION: approval moved by Commissioner Agnos, seconded by Commissioner Steiman.

ACTION: Approved 7-0 (Aye - Coulter, Streets, Agnos, Chin, Higueras, Llorente, and Steiman)

3. **CITY LIBRARIAN'S REPORT: Regina Minudri**

The Acting City Librarian reported to shelving backlog has been resolved. Many items are reshelved within 24 hours with and average of a 72 hour turnaround. Significant credit goes to the dedicated pages who took on and cleared up the backlog.
A time and motion study is being conducted to find ways to further improve how the Library addresses the 5000 to 7000 items to be reshelved daily. Borrower Services is being reconfigured to improve staff's ability to carry out their work. These changes will allow more materials to be brought out of closed stacks.

The Library has submitted suggestions to Mayor Brown for full for transfer of Brooks Hall to the Library. Having Brooks Hall will allow transfer of some Library functions to Brooks Hall and the transfer of items currently stored there back into the Main Library.

The Acting City Librarian will be holding discussions regarding budget issues involved in a conceptual reorganization with staff and later with the Mayor and the Controller anticipating bringing detailed proposals to the Commission for its consideration in December or January. The Acting City Librarian reported meeting with the Board's of the Friends and announced that $83,800 had been raised at this year's book sale. Ms. Minudri also reported meeting with the Neighborhood Council.

The Acting City Librarian gave the Chief of Branches' Report on Library Use and Events (copy attached). Ms. Minudri mentioned that she had been able to visit 13 of the 26 branch libraries. She informed the Commissioners of her plans to visit all branches and return on a regular basis.

PUBLIC COMMENT: Deetje Boler mentioned participating in the Library's "Banned Book Day" observance; Peter Warfield inquired regarding Brooks Hall and issues involving the on-line catalog; and Timothy Gillespie suggested actions to remedy conditions in Brooks Hall.

PATRON FRIENDLY SERVICES POLICY

The Acting City Librarian proposed that the Library take action in accordance with the Mayor's desire for more "patron friendly" policies by city government, (copies of kinds of suggested policies attached). The City Librarian expressed her wish to involve staff at all levels in the creation of guidelines and bring back a proposal for Library Commission consideration in January 1998. Commissioner Coulter expressed his support for a "pro-active courtesy " approach to serving the public and supported more recognition of exemplary service by Library staff. Commissioner Llorente asked that the library patrons also be brought into this process before the recommendations reach the Library Commission. Commissioner Chin inquired about current San Francisco Public Library policies in this area. Commissioner Steiman mentioned her many positive interactions with Library staff serving the public.

PUBLIC COMMENT: Ms. Lorel Harris asked consideration of two hour metered parking near the Library; Peter Warfield praised the work of Library staff and mentioned the Audit recommendations; Deetje Boler commended Library staff and listed changes she felt would improve patron service; and a member of the public asked about security improvements regarding the lockers in the building.

The Commission recessed at 7:35 pm reconvened at 7:55 pm

FINANCE, OPERATIONS AND BUILDINGS COMMITTEE REPORT

Vice President Streets reported on the September 16, 1997 meeting of the Finance Operations, and Buildings Committee. She introduced a discussion of the Post Occupancy Evaluation (POE) and recommended that the Finance Committee continue its discussion of the issues involved.

Commissioner Higueras proposed a process for addressing the Post Occupancy Evaluation beginning with selection of an expert to define the scope of work and draft the Request for Proposals (RFP) to carry out the evaluation. (POE). Commissioner Higueras proposed the following draft timeline to carry out this process:

October 7, 1997	Discuss the POE at the Commission Meeting, collect public input;
October 27, 1997	Issue a Request for Proposals (RFP) for prospective prime parties;
November 18, 1997	Discuss the draft Request for Proposals (RFP) at the Finance Committee Meeting;

December 2, 1997	Discuss acceptance of the Request for Proposals (RFP) for the Post Occupancy Evaluation (POE) at the Commission Meeting;
December 9, 1997	Issue a Request for Proposals (RFP) to pre-qualified parties;
March 3, 1998	Discuss acceptance of a Post Occupancy Evaluation (POE) consultant the Commission Meeting;
April 4, 1998	Initiate the Post Occupancy Evaluation (POE);
July 3, 1998	Present the final draft Post Occupancy Evaluation (POE) at the Commission Meeting.

Commissioner Llorente asked about the budget for the Post Occupancy Evaluation (POE) and what impact the POE could have concerning outstanding "warranty" issues between the Library and its architects, engineers, and builders. Commissioner Higueras discussed the utility of doing the evaluation and the amount of time it should appropriately take to accomplish. He mentioned that there are only a few experts able to properly carry out an evaluation of this complexity.

PUBLIC COMMENT: Cathy Bremer of the Librarians Guild requested that line staff be given opportunity to contribute significantly to the Post Occupancy Evaluation (POE); Peter Warfield urged inclusion of Library staff and members of the public in shaping the Post Occupancy Evaluation (POE); Deetje Boler suggested the staff and the public be given an easy way to participate in the Post Occupancy Evaluation (POE);

Vice President Streets requested that the Acting City Librarian discuss the Earthquake Safety Bond Program (ESP III) and the possible inclusion of four branch libraries, Richmond, Marina, Noe Valley, seismic risk 4 , and Golden Gate Valley, seismic risk 3 but a historic Carnegie building in a November 1998 bond proposal.

Ms. Minudri confirmed that the proposed bond could also meet the expansion needs of the branches. A series of public meetings is being held in the affected branches to solicit community input and suggestions concerning this proposal. The attendance at the October 6, 1997 meeting at the Richmond Branch was very small - five members of the community. The major concerns were preservation of the surrounding grounds and at least one walking access way between 5th and 6th Avenues when the Richmond Branch is expanded on its lot. There are still some outstanding issues to be worked out between the Library and the Department of Public Works (DPW) concerning paying aspects of the evaluation of any expansion needs. Roughly $20.000 is involved.

MOTION: Vice President Streets for the Finance Committee. seconded by Commission Steiman, moved:

The Richmond, Marina, Noe Valley, and Golden Gate Valley Branches be included in the proposed 1998 Seismic Improvement Bond.

The Commissioners discussed the possible scope of the November 1998 Seismic Improvement Bond proposal. Specific concerns were mentioned by several Commissioners that modernization/ADA upgrades/services expansion/structural improvements must be included in the bond proposal. The Acting City Librarian emphasized that these issues must and would be included in any bond proposal.

ACTION: APPROVED 7-0 (Aye - Coulter, Streets, Agnos, Chin, Higueras, Llorente, and Steiman).

PLANNING AND POLICY COMMITTEE REPORT

Commissioner Llorente highlighted issues such a strategic plan, a five year plan, the recommendations of the Audit, and creation of a standardized format for Library policy issues coming before his committee during the coming months. A policy on grants will be further discussed in committee and brought to the Commission in November. A new policy on holiday closure will also be discussed at the next meeting of the Committee and at the November Commission meeting.

PUBLIC COMMENT: Peter Warfield requested discussion of the Audit as an agenda item in committee or at the Commission and about a catalogue demonstration at a committee or Library Commission meeting.

5. LIBRARIAN'S GUILD: None

6. **NEW BUSINESS**: Commission President Coulter requested that the Commission consider the possibility of video recording and cable broadcasting its meetings, steps that could be taken to improve and expand the Library's Annual Report, and consideration of the Commission's committee structure at the November Commission Meeting. Commissioner Steiman requested that any review of the committees be delayed. Commissioner Chin proposed establishing a Library Policy dealing with children and youth, particularly involving group visits to libraries. Commissioner Steiman suggested expanding this issue to general children's issues, including reciprocal relations between the schools and the Library. The issue was referred to committee for further consideration.

PUBLIC COMMENT: Peter Warfield commented that implementing "authority control" for children's materials could help provide better service.

7. PUBLIC COMMENT

A anonymous member of the public corrected a previous "Minutes" mention of Grey's Elegy Written in a Country Churchyard and other problems involving a "verandah factor".

8. ADJOURNMENT: Upon a motion by Commissioner Chin , seconded by Commissioner Steiman the meeting was adjourned at 8:58 p.m.

ACTION: Approved 7-0 (Aye - Coulter, Streets, Agnos, Chin, Higueras, Llorente, and Steiman).

Michael Housh
Library Commission Secretary
10/18/97

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of Commission handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Secretary's Report on Official Minutes

Michael Housh, Commission Secretary

The content of the official Minutes of the Library Commission and its committees is governed by the requirements of the California Public Records Act, the Brown Act, the Charter of the City and County of San Francisco, the Bylaws of the Public Library Commission, and Robert's Rules of Order, (latest revised edition). The purpose of official minutes is to create an official record of the acts taken by the Commission at a specific meeting.

The laws governing inclusion of public comments in the minutes merely require that members of the public should be listed by name if they choose to identify themselves or in anonymity if not, and their position for or against the particular agenda item about which they have chosen to comment noted.

There exist a number of ways by which members of the public may formally bring their views, concerns, and inquiries to the attention of the library Commission . A member of the public may directly contact a member of library staff with information or inquiries. They may write to the Commission in as much detail as they wish requesting specific information or advocating particular views and ask that this information be distributed to the Commission and be included in the 3 and 30 day public records files of the Commission. At the discretion of the Chair, brief descriptions of information, suggestions for new business items for the Commission, or questions raised by a member of the public during the public comment portion of any agenda item or during the Public Comment Agenda item itself may be included in the minutes. Members of the Library Commission may respond directly during the meeting to matters raised in public comment. However; they may not take action on any matter not properly noticed in the posted agenda. At the direction of the Chair, library staff may respond to public comment inquiries during a particular meeting, or as directed provide additional information on issues within the perview of the Library Commission at a later time.

Members of the public have in the past indicted unhappiness with what is perceived as incomplete reportage of what occurred in a meeting in the minutes of past Commission and committee meetings. Only a verbatim accounting of these meetings could satisfy fully all of these concerns. Exhaustive minutes of this type would normally run counter to the parliamentary and practical purpose of recording official minutes.

While the policy of tape recording of all commission and committee meetings provides just such detail, the nature of this technology fails to provide a fully nuanced recording of the meeting. I believe that a better way to address these concerns would be to videotape Commission meetings and make them available through cable broadcast as well as in library viewing sites or video loans. A videotape record may be employed to legally document official proceedings. It provides a complete representation of what occurred at a meeting including the expression and manner of presentation of speakers. Such recordings could completely meet the most stringent desire for detail in reporting Commission business. Additionally videotape recordings could provide significantly greater ease of public access to information about the activities of the Library Commission for many members of the public currently unable to attend Commission meetings.

It is the recommendation of the Commission Secretary that the Commission reaffirm current policy on the recording of its official minutes as both legally and in a parliamentary sense most appropriate manner to fulfill requirements of law.

In order to address the desire of many members of the public for a more detailed recording of Library Commission meetings, I also recommend that the Commission place on its November meeting agenda its authorization of videotape recording and cable broadcast of its meetings to tentatively begin with the January 1998 regular meeting of the Library Commission.

It is further recommended that these videotapes be made available to the public on a basis similar to that now used for audio tapes as well as for in library viewing or loan to interested members of the public.

RESEARCH ON MINUTES

1. Government Code Section 54957.2(b):

   An elected legislative body of a local agency may require that each legislative body all or a majority of whose members are appointed by or under the authority of the elected legislative body keep a minute book as prescribed under subdivision (a).

   > Subdivision (a) The legislative body of a local agency may, by ordinance or resolution, designate a clerk or other officer or employee of the local agency who shall then attend each closed session of the legislative body and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The minute book made pursuant to this section is not a public record subject to inspection pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), and shall be kept confidential. The minute book shall be available only to members of the legislative body or, if a violation of this chapter is alleged to have occurred at a closed session, to a court of general jurisdiction wherein the local agency lies. Such minute book may, but need not, consist of a recording of the closed session.

2. Sunshine Ordinance: Administrative Code Section 67.18.

   Minutes. The clerk of the Board of Supervisors and the clerk of each board and commission enumerated in the charter shall record the minutes for each regular and special meeting of the board or commission. The minutes shall state the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the board or commission began and ended any closed session, a list of those members of the public who spoke on each matter if the speakers identified themselves, whether such speakers supported or opposed the matter and the time the meeting was adjourned. The draft minutes of each meeting shall be available for inspection and copying upon request no later than ten working days after the meeting. The officially adopted minutes shall be available for inspection and copying upon request no later than ten working days after the meeting at which the minutes are adopted. Upon request, minutes required to be produced by this section shall be made available in Braille or increased type size.

3. San Francisco Library Commission Bylaws, Article VII, Section 3.

Minutes shall be taken at every Committee and Commission meeting. The minutes shall state, at minimum, the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the Commission began and ended any closed session, a list of those members of the public who spoke on each matter (if the speakers identified themselves), whether such speakers supported or opposed the matter and the time the meeting was adjourned. In most cases, the minutes will state the positions of each speaker and a brief statement of the content of each presentation and of any resulting questions or discussion by the Commission. The presiding officer, at his/her sole discretion, can instruct the Secretary to prepare minutes that only reflect the items referenced above whenever Commission meetings are abnormally long or the minutes will be abnormally complicated.

4. Robert's Rules Section 47.

Minutes. The record of the proceedings of a deliberative assembly is usually called the "minutes .... In an ordinary society, unless the minutes are to be published[1], they should contain mainly a record of what was done at the meeting, not what was said by the members....

CONTENT OF THE MINUTES... The body of the minutes should contain a *separate paragraph for each subject matter*, giving, in the case of all important motions, the name of the mover, and should show:

(6) all main motions or motions to bring a main question again before the assembly and - except, normally, any that were withdrawn - stating

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[1] When "minutes" are to be published, they should contain, in add'n to the info. described above, a list of the speakers on ea. side of every question, with an abstract or the text of ea. address. In such cases the secretary should have an assistant. ... Reports of committees should be printed exactly as submitted, the minutes showing what action was taken by the assembly in regard to them; or they can be printed with all additions in italics and parts struck out enclosed in brackets, in which case a note to that effect should precede the report or resolution.

(a) the wording in which each motion was adopted or otherwise disposed of (with the facts as to whether the motion may have been debated or amended before disposition being mentioned only parenthetically); and
(b) the disposition of the motion, including - if it was temporarily disposed of - any primary and secondary amendment and all adhering secondary motions that were then pending;

(7) secondary motions that were not lost or withdrawn, in cases where it is necessary to record them for completeness or clarity ... generally only alluding to the adoption of such motions, however, as "...the matter having been advanced in the agenda on the motion of ..." or "...a ballot vote having been ordered, the tellers...";

(8) all notions of motions; and

(9) all points of order and appeals, whether sustained or lost, together with the reasons given by the chair for his or her ruling. ...

Additional rules and practices relating to the content of the minutes...:

- The name of the seconded of a motion should not be entered in the minutes unless ordered by the assembly...
- When a question is considered informally, the same information should be recorded as under the regular rules, since the only informality in the proceedings is in the debate.
- When a committee report is of great importance or should be recorded to show the legislative history of a measure, the assembly can order it "to be entered in the minutes," in which case the secretary copies it in full in the minutes.
- The name and subject of a guest speaker can be given, but no effort should be made to summarize his remarks...

READING AND APPROVAL OF MINUTES.

The minutes of ea. meeting are normally read and append at the beginning of the next regular mtg., mimed after the call to order .... A special mtg. does not approve minutes; its minutes should be append at the next regular meeting.

Corrections, if any, and approval of the minutes are normally done by unanimous consent. The chair calls for the reading of the minutes, asks for any corrections, then declares the minutes approved....

By a majority vote without debate, the reading of the minutes can be "dispensed with" - that is, not carried out at the regular time. If the reading of the minutes is dispensed with, it can be ordered (by majority vote without debate) at any later time during the meeting while no business is pending; and if it is not thus taken up before adjournment, these minutes must be read at the following meeting before the reading of the later minutes. If it is desired to approve the minutes without having them read, it is necessary to suspend the rules for this purpose.

....

SECRETARY/WRITING OF MINUTES

Title by which a secretary is known is determined by bylaws and may be: secretary, clerk, recorder, scribe, etc. When unqualified term "secretary" used, means recording secretary.

Office of secretary is one of most important offices in any organization and carries with it great responsibility.

Duties of secretary are many, first of which is to record proceedings of business meetings in such a manner that there can be no question as to what action was taken by assembly.

A great deal may depend on the accuracy of the secretary, remember--the minutes are the legal record of the organization.

Minutes should include the following:

Kind of meeting (regular, special, adjourned regular, adjourned special, annual)

Name of Assembly (Civic Association of Anytown); hour, date, place (if not always the same) of the meeting

Presence of president and secretary--if absent, who substituted for them

Action on minutes

All main motions and motions to bring a question again before assembly (except those withdrawn)

Notices given

Points of order and appeals, whether sustained or lost--including reasons given by chair for ruling

Hour of adjournment

Signed by secretary--name, followed by title

Other rules relating to writing of minutes which are needed in certain circumstances include:

When count ordered or vote by ballot, number of votes on each side entered.

When a tellers' report given, report in its entirety entered in minutes

When vote by roll call, names of those voting in affirmative, those voting in negative, and those answering "present" entered. If not sufficient number answer roll call, enter names of those present not answering to reflect presence of quorum.

In indicating facts concerning treasurer' report in minutes, four items usually listed --

beginning balance
total receipts
total disbursements
ending balance.

When committee's report is of great importance or should be recorded to indicate history, organization may order it entered in the minutes. Secretary either copies it verbatim or attaches it as an exhibit

In recording minutes of a special meeting, be sure that "call of the meeting" is attached to prove that the requirements of the bylaws in calling the special meeting were met.

In voice vote, no record is made of how any member voted unless a member has requested that manner in which he voted be recorded in the minutes and there was no objection voiced to the request.

When minutes are approved, word "approved" with secretary's initials and date of approval written below minutes in record book.

When corrections are made, error should be bracketed and the correction written on facing page or in a wide margin. NEVER ERASE ERRORS.

Never too late to amend minutes. After approval, if amended at later date, would be by motion "amend something previously adopted;" would require 2/3 vote or majority vote of entire membership; if notice had been given, would only require majority vote.

Published minutes should also include--list of speakers on each side of every question.

If desired to rescind and expunge something from minutes--may be accomplished only by majority vote of entire membership. If voted to rescind and expunge, secretary draws a line through or around words to be expunged and writes across them "Rescinded and Ordered Expunged" with date and signature; if minutes published, expunged material not included.

Important to remember that the wording of motions entered in the minutes should be the same as was stated by the chair.

Reading of minutes may be "dispensed with" -- put off to a later time -- by a majority vote, no debate--if not read before adjournment, must be read at next meeting before reading of later minutes.

If business sessions held less often than quarterly and last less than one day, usually a committee or executive board is authorized to approve minutes; this does not deprive assembly of later making corrections.

The secretary must make the minutes and records available to members -- upon request -- at reasonable times.

The secretary should keep copies of the bylaws, special rules of order, and standing rules in separate books--Minutes should be cross-referenced to indicate when amendments to the bylaws were adopted and also when special rules of order and standing rules were adopted or amended.

The secretary prepares an agenda for the meeting--on presiding officer's copy, fills in complete list of each item of known business to come before assembly and name of person reporting in each instance.

Secretary is custodian of:
  voted ballots until destroyed;
  all records not assigned to others
  corporate seal (if org. incorporated)

Secretary should have on hand for each meeting:
  copy of bylaws
  special rules of order
  standing rules
  adopted parliamentary authority
  minutes of previous meeting--and others which have not been approved
  list of standing committees
  list of current special committees
  election materials

Secretary notifies officers, committee members, delegates and alternates of election or appointment; furnishes committees with whatever documents required for performance of their duties; furnishes credentials to delegates and alternates.

Secretary signs all certified copies of acts of organization, unless otherwise specified in bylaws.

Keeps organization's official membership roll (unless another office has this duty)

Calls roll when required; counts rising vote when requested by presiding officer

On committee report, secretary records date received, action taken, files report.

In absence of president and vice-president(s), calls meeting to order and presides until chairman pro tem elected.

Unless duty assigned to another officer--
  sends out notices of meeting to each member
  conducts general correspondence of org.

Casts "ballot of the assembly" if so instructed.

****

References:

Robert's Rules of Order Newly Revised,

Robert's Parliamentary Law,

****

Prepared by: Henrietta Marjan, President
National Assn. of Parliamentarians
Post Office Box 585
Palos Heights, Illinois 60463

of the president or a vice-president or until the assembly elects another chairman *pro tem* or until the adjournment of the session, whichever occurs first.

If the president vacates the chair, the vice-president should assume it; if no vice-president is present, the vacating president should, subject to the approval of the assembly, designate a chairman *pro tem*, who serves until the assembly elects another chairman *pro tem* or until the adjournment of the meeting, whichever occurs first.

If there is to be an office of a president-elect, it must be defined in the bylaws, with its duties and relationships to the vice-president set forth quite clearly.

51. Secretary and the minutes. The officer in charge of minutes (documents recording the proceedings), correspondence, the roll of members, and similar matters is usually called the secretary or clerk. During a meeting, he should be seated near the presiding officer. Bylaws sometimes authorize an assistant secretary or two secretaries: a corresponding secretary and a recording secretary. In the latter case, however, any reading of correspondence at a meeting is done by the *recording* secretary. In some cases, the secretary may have to preside briefly, as explained in the previous section.

The secretary's duties are to record the minutes and keep them in a book, to maintain current, accurate copies of all organizational documents (including the bylaws, rules of order, and standing rules), to file reports (noting their date of presentation and their disposition), to issue written notices of meetings and certain motions, to prepare the agenda for the presiding officer, to maintain a roster of the membership (unless the bylaws assign this duty to the treasurer), to provide and sign *copies* of organizational documents, to make the minutes and organizational documents available to members at reasonable times and places, and to call the roll when required. The secretary should also provide the chair with a list of all committees and their members. Furthermore, the secretary should notify persons of their having been chosen as an officer or a committee member, and he is responsible for providing committees with relevant information from the assembly, such as instructions.

In the absence of the secretary, a secretary *pro tem* should be elected.

In writing the minutes, the secretary should include the following: the date, time, and place of the meeting; the kind of meeting (for example, adjourned regular); the name of the assembly; the fact of the presence of the regular chairman and secretary or, in their absence, the names of their substitutes; whether the minutes of the previous meeting were approved; all main motions in their final form and their status; all oral notices of motions; all points of order and appeals, including the reasons given by the chair; all motions to reconsider; all elections; all numbers or tellers' reports announced by the chair; the roll and the votes of members when a vote was taken by roll call; names of movers of important motions; and the time of adjournment. The secretary should sign the minutes but should not use the expression "respectfully submitted." When the minutes have been approved, the secretary should so note on them; if they are approved with corrections, the corrections should be made.

The minutes should not contain the names of seconders of motions, the secretary's opinions on matters, any withdrawn motions, the proceedings in a committee of the whole, or a summary of the remarks of a guest speaker.

When the minutes are to be published outside the organization, they should be published only after approval and should be signed by both the president and the secretary. In such a case, remarks by the leading speakers may be included, but doing so may require that the secretary have at least one assistant.

Minutes frequently have attachments to avoid the task of copying the text of documents into the minutes, but it is also permissible for the secretary to record only a brief summary of a report (except any motions from the report must, of course, be recorded in full, as required above).

The general guideline for determining the content of minutes, except when they are published outside the organization, is they should record what is done by the assembly, not what is said by the members.

SAMPLE MINUTES

A regular meeting of the XYZ Society was called to order at 7:02 P.M. on Thursday, July 16, 1987, at the Society's headquarters at 2400 Oak Street, Anytown. The president was in the chair, and the secretary was present.

The minutes of the June meeting were approved upon motion by Agnes Kennedy.

The treasurer's report was a financial statement with a balance on hand, as of June 30, of $12,345.67.

The building committee reported on minor damage to the building by the recent storm and the necessary repairs in an amount less than the deductible amount of the insurance policy.

The chair announced as unfinished business the motion postponed from the last meeting, "That the Society approve the rental of a booth for sales and information at the county fair." The motion was adopted.

During new business, Gilbert Rego proposed a motion that, after debate and amendment, was adopted: "That we

provide labels for a mailing to members by the Red Cross in a procedure in which the Society attaches the labels to envelopes ready for mailing so the members' names and addresses are not revealed to the Red Cross."

A motion by John Carroll "That we obtain advice from an accounting consultant regarding a change of our fiscal year, donations, and other matters concerning bookkeeping, at a cost not to exceed $2,000.00" was referred to the finance committee with instructions to report at the next regular meeting.

After a program concerning drug-related crime in the community, the meeting adjourned at 9:40 P.M.

[Signature]
JOHN WONG
Secretary

When the minutes are to be read at a meeting (and they should be read at the beginning of each meeting, not just at the beginning of each session), the following procedures are in order.

The normal procedure is described in Section 40.

If someone offers a motion to dispense with the reading of the minutes, it should be taken as a motion to lay on the table the implied main motion to approve the minutes. It should be treated as a motion to lay on the table; if it is adopted, however, there should be a motion later at the same meeting to take from the table; and if there is no such motion adopted, the chair should call for the minutes at the next meeting, before the newer minutes.

If someone offers a motion to waive the oral reading of the minutes (or words to that effect), the chair should take it as a motion to suspend the rules and approve the minutes without an oral reading. Such a motion is not in order unless all members have been given copies of the minutes a reasonable time in advance. Such a motion follows the normal rules governing the incidental motion to suspend the rules.

After the minutes have been approved, they may be changed only by a motion to amend an adopted motion.

It is permissible, if an organization meets less often than quarterly, to authorize (by main motion) a committee to approve the minutes on behalf of the assembly. In an annual convention, for instance, it would be futile to get a meaningful approval of the minutes one year after the meeting that they recorded, and it would also be imprudent to fail to act on the minutes for an entire year.

A special meeting should not read or approve minutes; the previous minutes and its own minutes should be approved at the next regular meeting.

An adjourned meeting should read and approve the minutes of the previous meeting before resuming business.

52. **Treasurer and other officers.** The duties of the chief financial officer, normally called the treasurer, vary in different organizations. In most cases he acts as a banker, merely holding the funds deposited with him and paying them out on the order of the society signed by the secretary. Treasurers tend to report frequently, and the reports are usually mere statements of the amount on hand at the commencement of the period, the sources and amounts of income during the period, the purposes or payees and amounts of the disbursements during the period, and the balance on hand. It should always be remembered the financial report is made for the information of the members. Excessive details are useless to members, who entrust an examination into the details to the auditing committee to see if the report is correct.

When the treasurer presents his report, it should be followed by an announcement by the chair that it is referred to an auditing committee, which will examine the treasurer's books and vouchers from time to time. The auditing committee normally reports only at the annual meeting. It certifies at the bottom of the annual report of

SAMPLE TREASURER'S REPORT

Balance on hand March 1, 1987		$5,098.66
Receipts		
Dues	312.00	
Garage Sale Profits	624.50	
Beverage Sale Profits	42.00	
Total Receipts		978.50
Total		6,077.16
Disbursements		
Rent	200.00	
Stationery	26.50	
Cleaning Service	420.25	
Total Disbursements		646.75
Total		5,430.41
Balance on hand April 1, 1987		$5,430.41

[Signature]
DAVID PETREE
Treasurer

City and County of San Francisco
Office of the City Attorney

LOUISE H. RENNE
City Attorney

AMY S. ACKERMAN
Deputy City Attorney

DIRECT DIAL: (415) 554-9742

MEMORANDUM
PRIVILEGED & CONFIDENTIAL

TO: MIKE HOUSH
Executive Secretary, Library Commission

FROM: AMY S. ACKERMAN
Deputy City Attorney

DATE: OCTOBER 6, 1997

RE: REQUIREMENTS OF MINUTES OF A COMMISSION MEETING

Question Presented:

Whether the Library Commission must contain the text or summary of the comments made by members of the public in its minutes?

Conclusion:

Nothing in the Brown Act nor the Sunshine Ordinance requires minutes of a Library Commission meeting to contain the text or summary of the comments made by members of the public. The Sunshine Ordinance requires only that the minutes the names of the members of the public who spoke on an item, if they have identified themselves, and whether they supported or opposed the matter.

Discussion:

You have asked whether the Library Commission's minutes must include the text or content of the statements of the members of the public or merely whether the speaker supported or opposed the matter.

The Brown Act does not specify what information minutes must contain.[1] The San Francisco Charter requires that each commission "keep a record of the proceedings of each regular or special meeting. Such record shall indicate how each member voted on each question." (S.F. Charter sec. 4.104(3).) The Sunshine Ordinance contains specific requirements for minutes:

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[1] Government Code section 54957.2 provides that a local legislative body may require legislative bodies to keep and enter in a minute book "a record of topics discussed and decisions made" in closed sessions.

> The minutes shall state the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the board or commission began and ended any closed session, **a list of those members of the public who spoke on each matter if the speakers identified themselves, whether such speakers supported or opposed the matter** and the time the meeting was adjourned.

(S.F. Admin. Code sec. 67.18; emphasis added.)

There are no cases interpreting section 67.18. Nor is there any legislative history on that section. Therefore, we turn to the rules of statutory construction:

> In construing a statute, a court must ascertain the intent of the Legislature so as to effectuate the purpose of the law. In determining that intent, we first examine the words of the respective statutes: If there is no ambiguity in the language of the statute, then the Legislature is presumed to have meant what it said, and the plain meaning of the language governs. Where the statute is clear, courts will not interpret away clear language in favor of an ambiguity that does not exist.

(People v. Coronado (1995) 12 Cal.4th 145, 150.)

Here, the plain language of section 67.18 requires only that the minutes include the names of speakers who identify themselves and whether the speakers supported or opposed the matter. Nothing in section 67.18 requires or even suggests that the minutes contain the text of each speaker speaking.

Such an interpretation is consistent with the purpose of keeping minutes. Minutes serve as the record of the proceedings of a deliberative assembly. (Henry Robert III, ed., Robert's Rules of Order, (9th ed. 1990) sec. 47, p. 458.) As noted in McQuillon on Municipal Corporations:

> The law requires a record to the end that those who may be called to act under it may have no occasion to look beyond it. This is to avoid the problems of leaving municipal corporate action to be proved by parol [outside] evidence to make certain

> that rights which have accrued under such actions shall not be destroyed or affected by the always fallible and often wholly unreliable recollection of witnesses.

(5 McQuillon, Municipal Corporations (3rd ed. rev. 1996), Sec. 14.01, p.2.) Thus, ordinarily, minutes should contain a record of what was done at the meeting, not what was said by members. (Robert's Rules of Order, supra, sec. 47, p. 458.) Nor should minutes show informal discussions and offhand conversations. (McQuillon, supra, sec. 14.03, p. 5.)

Citizens or commission members who desire a more comprehensive record of the proceedings have several options. The Brown Act and Sunshine Ordinance permit anyone to tape record public meetings. (Govt. Code sec. 54953.5; S.F. Admin. Code sec. 67.16(a).) In addition, the Sunshine Ordinance requires the Library Commission to tape record all regular and special meetings. (S.F. Admin. Code sec. 67.16(b).) Members of the public are free to inspect or make copies of these tapes. (S.F. Admin. Code sec. 67.16(b).)

Accordingly, we conclude that the Library Commission's minutes must contain the names of members of the public who spoke on a matter and whether they supported or opposed the matter. The Commission is not required to reflect the content of those comments in the minutes. The Library Commission may, of course, choose to include addition matters in its minutes if it so desires.

I hope you have found this information to be helpful. If we can provide you with any additional assistance, please do not hesitate to contact me.

A.S.A.

cc: Sandy Schaefer

LIBRARY USE AND ACTIVITIES
Report to the Library Commission October 7, 1997

1. September use statistics

   Library use stabilized this month, following two years of enormous growth after implementation of Prop E (53% increase in circulation since June 1994). System total circulation in September was 434,643, with year to date circulation 1,447,096, a 1.69% increase over this time last year.

   Main Library gate count for the first quarter of this year averages 5,700 per day. Forty five community groups and 22 city agencies used the meeting rooms, with attendance of 2,315.

2. Program highlights:

   Project Bandeloupe, in cooperation with the Art Commission's Art in Transit program and the Library, will present a series of programs this month, including two aerial dances on the Fulton Street side of the Main Library. The theme of the dance is a celebration of the bird of prey as a global symbol for the importance of biodiversity and environmental stewardship. The first program will be at noon on the 24th. The second dance will feature a 12 year old rock climber and guest performer Rachel Sande, in support of the Brave Little Girls exhibition. This performance will be at 7 p.m. on October 30.
   Bayview Branch will have its 8th annual celebration of poetry on Wednesday, October 8 at 6:30.
   Wallace Stegner Environmental Center will sponsor a debate on Population and the Environment on Wednesday, October 22 in the Koret, 7 p.m., as part of the Gellert Environmental Debate series. This debate and others in the series will also be broadcast by KQED-FM.

3. Exhibitions

   The Gay and Lesbian Historical Society is sponsoring and exhibit in the Hormel Gay & Lesbian Center through December 4 titled *Founding a Dynasty: Jose Sarria, the Black Cat, and the San Francisco Imperial Court system.* The exhibit features costumes, photographs and court memorabilia from the 60s to the present. There will be a related program, *Preserving Queer Culture*, on Sunday, October 19 at 2:00 p.m. in the Koret Auditorium.

   In association with a plaque recently installed in Washington Square Park, the Women's Heritage Museum and the Bay Area Network of Latinas has installed a mini exhibit on *Juana Briones: Her Life and Times* here on the lower level, right outside the café.

4. Reminder - continuation of public meetings on proposed seismic improvement bond (schedule attached).

SAN FRANCISCO PUBLIC LIBRARY
ACCESS. DISCOVER. EMPOWER

BRANCH LIBRARY PUBLIC MEETINGS ON PROPOSED EARTHQUAKE IMPROVEMENT BOND MEASURE

Richmond Branch **351 9th Avenue** **(near Clement)** **666-7165**	**Monday, October 6**	**6:30 p.m.**
Marina **1890 Chestnut Street** **(near Webster)** **292-2150**	**Tuesday, October 14**	**6:30 p.m.**
Noe Valley/Sally Brunn **451 Jersey Street** **(near Castro)** **695-5095**	**Thursday, October 16**	**6:30 p.m.**
Golden Gate Valley **1801 Green Street** **(at Octavia)** **292-2195**	**Wednesday, October 22**	**6:30 p.m.**

For more information, please call the Chief of Branches Office, 557-4353.

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SFPL

Memo

To: San Francisco Public Library Commissioners
From: Regina Minudn, Acting City Librarian
Date: October 6, 1997
Re: Patron Friendly Services

Patron Friendly Services

This agenda item relates to a process I have in mind for library employees. Attached you will find some sample guidelines developed while I was Director of the Berkeley Public Library. It is my intent to work with staff to develop similar guidelines for San Francisco Public Library. I plan to appoint a number of task forces which will consider guidelines for all staff who work with the public, supervisors, managers and also general desk etiquette. These task forces will be vertical and horizontal within the library. Classifications from Library Page to Acting Chief will be involved in the process.

There are several desired results of this process which can be most beneficial to SFPL..

1. The process itself will give staff the opportunity to discuss what the guidelines for interaction with the public should be throughout the library's classifications.

2. The end result [which will probably not differ too much from the samples] will be a product of work done by the SFPL staff. This is an important consideration when determining how these guidelines can be applied.

3. Once adopted and accepted, the guidelines should be given to appropriate staff, supervisors and managers would then be able to have a platform from which to evaluate staff interactions with the public., I would also propose that the adopted guidelines be used as a part of all of SFPL's orientation sessions with new employees.

I will appoint these task forces by the middle of October. A preliminary report will be due from the task forces by the end of November and a final report due to me by the end of December. I will bring the final documents to your Commission at the January meeting.

WORKING WITH PUBLIC

*Various classifications may refer one or more of these standards to the next supervisory level.

Treats patrons in friendly, professional manner on phone and in person.

Shows respect for ALL patrons and provides equitable service to all age groups.

Functions calmly during hectic periods.

Acknowledges waiting patron though busy with another patron.

Handles difficult patron in an outwardly calm manner; refers patron to supervisor when appropriate.

Locates materials for patrons using library catalog and other resources such as Children's collection, pamphlet file, card catalog.*

Encourages and aids patrons in learning to use the library.*

Explains library policies positively in response to patron inquiries.*

Deals assertively with behavior problems that disturb other patrons or refers to supervisor.

Asks patron appropriate questions to clarify needs.

Follows through on patron's questions to be sure answer was complete and patron satisfied.

When unable to answer patron's question completely, seeks further information from co-workers, or supervisor, or refers question to Branch Librarian or Main Reference, or other appropriate department.

B-78

BERKELEY PUBLIC LIBRARY

Public Desk Etiquette

The Berkeley Public Library's first commitment is to provide courteous and effective service to our patrons. You are the key to making the relationship between the patron and the library work. You and your co-workers are what makes this not just another agency or office but a welcoming, pleasant place to be. People will often judge the library's service by the manner in which they are treated by the staff without differentiating between pages, aides, library assistants or librarians.

The following summary is intended to help you become more aware of those traits we are looking for in defining good public desk service.

1. Be approachable. Convey an open, accepting, friendly attitude. Your posture, eye contact, facial expression and tone of voice will either encourage or discourage communication with the patron.
2. Be alert to patrons. You should never become so absorbed in your work that you are not aware of people needing assistance. Establish eye contact and acknowledge a person's presence, no matter how busy you are.
3. Be alert to patrons who seem bewildered or shy about asking for help. Take the initiative and ask if they are finding what they are looking for or if you can help them.
4. Be polite. Most of our patrons are pleasant and polite as well. There will be an occasional problem patron who is very unpleasant. Maintain your dignity. Answer him/her as reasonably and politely as possible and if appropriate, refer him/her to your supervisor. (There will be further discussion on how to handle such situations later in your training.)
5. Pay full attention to the patron's question. Be patient. Allow people to finish their sentences. Ask as many questions as necessary to clarify exactly what the patron wants.
6. Accept all questions as legitimate and answerable. If you are not the appropriate person to answer the question, refer him/her to someone who can help.
7. Be sensitive to the moment when you have given the patron sufficient help. Don't overwhelm him/her with your own eagerness.
8. Judiciously limit the amount of time you spend assisting a patron. If it is a rush period, you will not be able to devote as much time to someone as you would during a slower period.
9. Be sensitive to the needs of all age, cultural, and racial groups.

10. Be cooperative and helpful to your co-workers. The library is meant to be a friendly place for staff as well as for the public.

11. Remember the public comes first. Please exercise judgement about the amount of socializing you do in the public area. If you are chatting with a co-worker when a patron comes in, discontinue your conversation and serve the patron immediately. Lengthy social conversations should be reserved for break time. It is important to remember that even work discussion can be perceived by the public as social.

ATTIRE

Your general appearance should not distract from the patron's perception of your ability to give good, competent service. The Berkeley Public Library does not have a formal dress code. We do, however, expect staff to be neat, clean and well groomed.

(2-84) Adapted, with permission, from Alameda County Library Public Desk Etiquette

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

IE L. BROWN, JR.
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N A. COULTER
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ES A. HIGUERAS, A.I.A.
ST H. LLORENTE
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NA MINUDRI
City Librorian

EL HOUSH
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of regular meeting of Tuesday, October 7, 1997
(Approved 11/2/97)

The San Francisco Public Library Commission held a regular meeting on Tuesday, October 7, 1997 in the Koret Auditorium, Main Library.

1. **CALL TO ORDER:** The meeting was called to order at 5:35 p.m. by President Steven A. Coulter.

The following members were noted present: President Coulter; Vice President Streets, Commissioners Agnos, Higueras, and Steiman. Commissioners Chin and Llorente joined the meeting at 5:45 pm.

2. MINUTES

The Commission Secretary presented a report on the laws, charter provisions, and city ordinances, and Library Commission Bylaws governing official minutes, (copy attached) and made recommendations for approval of a policy statement on the Commission's minutes. Mrs. Marilyn Borovoy, a noted parliamentarian made a presentation on the purpose and proper nature of minutes. Deputy City Attorney Sandra Schaefer further discussed and clarified aspects of the law and ordinance governing the Commission's official minutes. The Commissioners asked questions concerning; making changes in the minutes, the minutes policies of other commissions, matters related to the public comment component of minutes, making of parliamentary motions, and inclusion of additional items in official minutes.

PUBLIC COMMENT: an anonymous member of the public spoke critically of the Commission's past process in addressing minutes, Margaret Conklin supported the proposed new minutes policy, Timothy Gillespie criticized the Commissioners actions and asked about the process for submitting material, James Kirwan criticized the Commissioner's views, Deetje Boler inquired concerning Commission Bylaws on minutes, and Peter Warfield discussed his views concerning legal requirements for public meetings/published minutes.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

MOTION: Commissioner Streets moved, seconded by Commissioner Higueras:

It is the policy of the Library Commission in accordance with the Ralph M. Brown Act (Government Code Section 6250 et seq.), The Charter of the City and County of San Francisco (Section 4.100), the San Francisco Sunshine Ordinance (San Francisco Administrative Code Sections 67 et seq.), and the Bylaws of the Library Commission (Article VII) that minutes of its meetings shall state:

1. **The time the meeting was called to order;**
2. **The names of the members attending the meeting;**
3. **The roll call vote on each matter considered at the meeting;**
4. **The time the Commission began and ended any closed session;**
5. **A list of those members of the public who spoke on each matter, (if the speaker chose to identify themselves) and whether such speakers supported or opposed the issue;**
6. **The time the meeting was adjourned.**

With the approval of the Commission, brief descriptions of information, suggestions for new business items for the Commission, or questions raised by a member of the public during the public comment portion of any agenda item or during the Public Comment agenda item itself may be included in the minutes.

Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body.

ACTION: APPROVED 7-0 (Aye - Coulter, Streets, Agnos, Chin, Higueras, Llorente, and Steiman,)

3. **APPROVAL OF MINUTES** of the regular meeting of September 2, 1997

PUBLIC COMMENT: Annette MacNair asked that mention of the **Library Employee Union Chapter** be included in the Librarians Guild Report (amended without objection) as well as requested continued opportunities to correct errors in the minutes. An anonymous member of the public asked correction of remarks attributed to James Chaffee. Peter Warfield requested amendment of remarks attributed to him and asked about details of presentations at the meeting. Timothy Gillespie criticized the Commissioners.

MOTION: approval moved by Commissioner Agnos, seconded by Commissioner Llorente.

ACTION: APPROVED 7-0 (Aye - Coulter, Streets, Agnos, Chin, Higueras, Llorente, and Steiman).

4. **APPROVAL OF MINUTES** of the meeting of August 5, 1997

Public Comment: Peter Warfield noted improvement in the minutes and remaining deficiencies. Timothy Gillespie suggested submission of sworn statements to be included in minutes.

MOTION: approval moved by Commissioner Agnos, seconded by Commissioner Steiman.

ACTION: Approved 7-0 (Aye - Coulter, Streets, Agnos, Chin, Higueras, Llorente, and Steiman)

3. **CITY LIBRARIAN'S REPORT: Regina Minudri**

The Acting City Librarian reported to shelving backlog has been resolved. Many items are reshelved within 24 hours with and average of a 72 hour turnaround. Significant credit goes to the dedicated pages who took on and cleared up the backlog. A time and motion study is being conducted to find ways to further improve how the Library addresses the 5000 to 7000 items to be reshelved daily. Borrower Services is being reconfigured to improve staff's ability to carry out their work. These changes will allow more materials to be brought out of closed stacks.

The Library has submitted suggestions to Mayor Brown for full for transfer of Brooks Hall to the Library. Having Brooks Hall will allow transfer of some Library functions to Brooks Hall and the transfer of items currently stored there back into the Main Library.

The Acting City Librarian will be holding discussions regarding budget issues involved in a conceptual reorganization with staff and later with the Mayor and the Controller anticipating bringing detailed proposals to the Commission for its consideration in December or January. The Acting City Librarian reported meeting with the Board's of the Friends and announced that $83,800 had been raised at this year's book sale. Ms. Minudri also reported meeting with the Neighborhood Council.

The Acting City Librarian gave the Chief of Branches' Report on Library Use and Events (copy attached). Ms. Minudri mentioned that she had been able to visit 13 of the 26 branch libraries. She informed the Commissioners of her plans to visit all branches and return on a regular basis.

PUBLIC COMMENT: Deetje Boler mentioned participating in the Library's "Banned Book Day" observance; Peter Warfield inquired regarding Brooks Hall and issues involving the on-line catalog; and Timothy Gillespie suggested actions to remedy conditions in Brooks Hall.

PATRON FRIENDLY SERVICES POLICY

The Acting City Librarian proposed that the Library take action in accordance with the Mayor's desire for more "patron friendly" policies by city government, (copies of kinds of suggested policies attached). The City Librarian expressed her wish to involve staff at all levels in the creation of guidelines and bring back a proposal for Library Commission consideration in January 1998. Commissioner Coulter expressed his support for a "pro-active courtesy " approach to serving the public and supported more recognition of exemplary service by Library staff. Commissioner Llorente asked that the library patrons also be brought into this process before the recommendations reach the Library Commission. Commissioner Chin inquired about current San Francisco Public Library policies in this area. Commissioner Steiman mentioned her many positive interactions with Library staff serving the public.

PUBLIC COMMENT: Ms. Lorel Harris asked consideration of two hour metered parking near the Library; Peter Warfield praised the work of Library staff and mentioned the Audit recommendations; Deetje Boler commended Library staff and listed changes she felt would improve patron service; and a member of the public asked about security improvements regarding the lockers in the building.

The Commission recessed at 7:35 pm reconvened at 7:55 pm

FINANCE, OPERATIONS AND BUILDINGS COMMITTEE REPORT

Vice President Streets reported on the September 16, 1997 meeting of the Finance Operations, and Buildings Committee. She introduced a discussion of the Post Occupancy Evaluation (POE) and recommended that the Finance Committee continue its discussion of the issues involved.

Commissioner Higueras proposed a process for addressing the Post Occupancy Evaluation beginning with selection of an expert to define the scope of work and draft the Request for Proposals (RFP) to carry out the evaluation. (POE). Commissioner Higueras proposed the following draft timeline to carry out this process:

October 7, 1997	Discuss the POE at the Commission Meeting, collect public input;
October 27, 1997	Issue a Request for Proposals (RFP) for prospective prime parties;
November 18, 1997	Discuss the draft Request for Proposals (RFP) at the Finance Committee Meeting;

December 2, 1997	Discuss acceptance of the Request for Proposals (RFP) for the Post Occupancy Evaluation (POE) at the Commission Meeting;
December 9, 1997	Issue a Request for Proposals (RFP) to pre-qualified parties;
March 3, 1998	Discuss acceptance of a Post Occupancy Evaluation (POE) consultant the Commission Meeting;
April 4, 1998	Initiate the Post Occupancy Evaluation (POE);
July 7, 1998	Present the final draft Post Occupancy Evaluation (POE) at the Commission Meeting.

Commissioner Llorente asked about the budget for the Post Occupancy Evaluation (POE) and what impact the POE could have concerning outstanding "warranty" issues between the Library and its architects, engineers, and builders. Commissioner Higueras discussed the utility of doing the evaluation and the amount of time it should appropriately take to accomplish. He mentioned that there are only a few experts able to properly carry out an evaluation of this complexity.

PUBLIC COMMENT: Cathy Bremer of the Librarians Guild requested that line staff be given opportunity to contribute significantly to the Post Occupancy Evaluation (POE); Peter Warfield urged inclusion of Library staff and members of the public in shaping the Post Occupancy Evaluation (POE); Deetje Boler suggested the staff and the public be given an easy way to participate in the Post Occupancy Evaluation (POE);

Vice President Streets requested that the Acting City Librarian discuss the Earthquake Safety Bond Program (ESP III) and the possible inclusion of four branch libraries, Richmond, Marina, Noe Valley, seismic risk 4 , and Golden Gate Valley, seismic risk 3 but a historic Carnegie building in a November 1998 bond proposal.

Ms. Minudri confirmed that the proposed bond could also meet the expansion needs of the branches. A series of public meetings is being held in the affected branches to solicit community input and suggestions concerning this proposal. The attendance at the October 6, 1997 meeting at the Richmond Branch was very small - five members of the community. The major concerns were preservation of the surrounding grounds and at least one walking access way between 5th and 6th Avenues when the Richmond Branch is expanded on its lot. There are still some outstanding issues to be worked out between the Library and the Department of Public Works (DPW) concerning paying aspects of the evaluation of any expansion needs. Roughly $20,000 is involved.

MOTION: Vice President Streets for the Finance Committee, seconded by Commission Steiman, moved:

The Richmond, Marina, Noe Valley, and Golden Gate Valley Branches be included in the proposed 1998 Seismic Improvement Bond.

The Commissioners discussed the possible scope of the November 1998 Seismic Improvement Bond proposal. Specific concerns were mentioned by several Commissioners that modernization/ADA upgrades/services expansion/structural improvements must be included in the bond proposal. The Acting City Librarian emphasized that these issues must and would be included in any bond proposal.

ACTION: APPROVED 7-0 (Aye - Coulter, Streets, Agnos, Chin, Higueras, Llorente, and Steiman).

PLANNING AND POLICY COMMITTEE REPORT

Commissioner Llorente highlighted issues such a strategic plan, a five year plan, the recommendations of the Audit, and creation of a standardized format for Library policy issues coming before his committee during the coming months. A policy on grants will be further discussed in committee and brought to the Commission in November. A new policy on holiday closure will also be discussed at the next meeting of the Committee and at the November Commission meeting.

PUBLIC COMMENT: Peter Warfield requested discussion of the Audit as an agenda item in committee or at the Commission and about a catalogue demonstration at a committee or Library Commission meeting.

5. LIBRARIAN'S GUILD: None

6. **NEW BUSINESS**: Commission President Coulter requested that the Commission consider the possibility of video recording and cable broadcasting its meetings, steps that could be taken to improve and expand the Library's Annual Report, and consideration of the Commission's committee structure at the November Commission Meeting. Commissioner Steiman requested that any review of the committees be delayed. Commissioner Chin proposed establishing a Library Policy dealing with children and youth, particularly involving group visits to libraries. Commissioner Steiman suggested expanding this issue to general children's issues, including reciprocal relations between the schools and the Library. The issue was referred to committee for further consideration.

PUBLIC COMMENT: Peter Warfield commented that implementing "authority control" for children's materials could help provide better service.

7. PUBLIC COMMENT

A anonymous member of the public corrected a previous "Minutes" mention of Grey's Elegy Written in a Country Churchyard and other problems involving a "verandah factor".

8. ADJOURNMENT: Upon a motion by Commissioner Chin , seconded by Commissioner Steiman the meeting was adjourned at 8:58 p.m.

ACTION: Approved 7-0 (Aye - Coulter, Streets, Agnos, Chin, Higueras, Llorente, and Steiman).

Michael Housh
Library Commission Secretary
10/18/97

Copies of Commission handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

5/97

L. BROWN, JR.

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Wednesday, November 5, 1997**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

DOCUMENTS DEPT.
NOV 0 2 1997
SAN FRANCISCO
PUBLIC LIBRARY

The meeting will be called to order

AGENDA:

1. APPROVAL OF THE MINUTES

Presentation of, discussion of, and possible action to approve the minutes of Commission Meeting of October 7, 1997. ACTION

2. CITY LIBRARIAN'S REPORT
Report by Regina Minudri

3. LITIGATION REPORT
Report by Deputy City Attorney Sandra Schaefer

4. FINANCE, OPERATIONS, & BUILDINGS COMMITTEE REPORT

a) Proposed Branch Seismic and Improvement Bond.

b) Post Occupancy Evaluation update.

5. **PLANNING AND POLICY COMMITTEE REPORT**

a) Revision of Library Grants Policy **ACTION**

b)Amending Library Holiday Closure Policy regarding the eve of the Thanksgiving Holiday. **ACTION**

6. **LIBRARIANS' GUILD REPORT**

7. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **ADJOURNMENT** (requires motion and public comment) **ACTION**

10/31/97 - M.Housh, Secretary

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of regular meeting of Wednesday, November 5, 1997

(Approved Dec. 2, 1997)

The San Francisco Public Library Commission held a regular meeting on Wednesday, November 5, 1997 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:39 PM by President Steven A. Coulter and the Commission Secretary announced that state law, the City Charter and ordinance, and Robert's Rules of Order (revised) would govern process during the meeting.

The following members were noted present: President Coulter, Commissioners Agnos, Chin, Higueras, and Llorente.

President Coulter recognized Mr. Abdul Haaq, a member of the public who requested that the Library acquire books on Islamic Economics/Finance.

1. APPROVAL OF MINUTES of the regular meeting of October 7, 1997

MOTION: approval moved by Commissioner Llorente, seconded by Commissioner Chin.

ACTION: APPROVED 5-0 (Aye - Coulter, Agnos, Chin, Higueras, and Llorente).

2. CITY LIBRARIAN'S REPORT: Regina Minudri

The Acting City Librarian, Ms. Minudri mentioned that she had been able to visit all 26 branch libraries. Ms. Minudri discussed the October 31, 1997 general staff meeting and mentioned several topics discussed at this meeting attended by more than 300 staff members. Ms. Minudri announced that a public meeting on the Library's Collection Management Policy will be held on December 9, 1997 in the Latino Hispanic Room at 6:30 pm. A videotape will be made of this meeting for cable broadcast on City Cable Channel 54. She also announced that the shelving backlog continues to be resolved. The City Librarian gave credit to both old and new pages who have continued to quickly clear up any shelving backlog. Additional shelving is currently on order to help relieve shelving congestion.

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SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

Ms. Minudri reported that 256,010 reference books have been inventoried and as of September 30, 1997. An estimated 88,000 reference books remain to be added to the online catalog. In-house Technical Services staff have completed the cataloging and inventory of the books in the San Francisco History Center and are currently working on the E.L. Morris Children's Historical Collection and the Schumulowitz Collection of Wit and Humor in the Special Collections Department. AIM Staff began work on October 27, 1997 on uninventoried materials in the storage area and the Cataloging and inventory of the Grier and McBride collection in the Gay/Lesbian Center. Funding to continue the cataloging and inventory work done by AIM (Advanced Information Management) staff will be maintained in FY 1997-98.

In addition it was reported that 15,588 circulating books in remote storage have been inventoried since January 1997. As of September 30, 1997 an estimated 5,000 circulating volumes remain to be catalogues and inventories in the online catalog. 338,277 authority records were provided by the authority control service for the online catalog on December 31, 1996. 30,290 authority records have been added to the online catalog since January 1997. The conversion of children's subject headings to Library of Congress Subject Headings is complete. Problem resolution, local authors and subject headings, and uniform titles in music are currently in progress. Authority control for Gay/Lesbian subjects was begun by the AIM staff as part of their cataloging and inventory project for the Gay /Lesbian Center on October 28, 1997.

The Acting City Librarian also outlined efforts to "clean-up" problem records in the catalog. There were 68,0621 "*Ask Librarian for Holdings Information*" Records, that is those that do not show item and location information, listed in the online catalog as of September 9, 1996. As of September 30, 1997 there were 63,492 listed. Regarding "brief records", remnants of the previous CLSI computer system, there were 58,236 brief records for books, music, and non-print titles listed in the online catalog as of September 30, 1997. As of September 30, 1997 48,335 remained listed on the online catalog. The City Librarian praised the exemplary job Technical Services Department has done in taking on this problem.

In response to questions by Commissioner Agnos Ms. Minudri estimated that noticeable improvements in the online catalog, including improved authority control, will be in place in about three months.

Marcia Schneider, Chief of Branches/Community Relations made a Report on Library Use and Events. She mentioned the great success of the Project Bandaloup performances as well as a "Literary Quiz Show" held in the Koret Auditorium. Ms. Schneider called the Commissioners' attention to upcoming Kiriyama Pacific Book Prize ceremonies as well as the special exhibit and programs celebrating the 25th Anniversary of the Hand Book Binders of California being held in the Library. A "Quotidian Courage" program will be held soon as one of the 75 events celebrating "Brave Little Girls".

The Chief of Branches/Community Relations reported on the Library's support for the Mayor's November 8, 1997 "Clean Sweep" project. She also announced the San Francisco/Bay Area Book Festival being held November 8-9, 1997 10am-6pm at the Concourse Center.

Ms. Schneider also reported on a very successful opening program for the temporary location of the Mission Branch Library.

PUBLIC COMMENT: An anonymous member of the public expressed concern about expected items not being listed in the Commission's meeting agenda; Peter Warfield expressed happiness with the attention given to catalog improvement and asked for information about the Fill Rate Report and issues involving online catalog authority control.

In response to questions by a member of the public Ms. Minudri proposed discussing terminated Library programs and the Fill Rate Report at the next Commission meeting.

3. LITIGATION REPORT: Deputy City Attorney Sandra Schaefer

The Deputy City Attorney reported to the Commission concerning the adoption of SB 138 which amended the Brown Act effective on January 1, 1998 which may allow Commissioners to attend committee meetings as observers without violating the state's "open meetings" statute.

Ms. Schaefer, also outlined the City Attorney's successful defense of the Library Commission's right to conduct "Closed Session" meetings on personnel matters. Judge Raymond Williamson, Jr. sustained the Board's actions in response to a lawsuit challenging the legality of some Commission decisions discussed in a "closed session".

Public Comment: Timothy Gillespie disagreed with Judge Williamson's ruling.

FINANCE, OPERATIONS AND BUILDINGS COMMITTEE REPORT

Commissioners Higueras and Agnos reported on the October 21, 1997 meeting of the Finance Operations, and Buildings Committee. The City Librarian, Ms. Minudri noted that the branch community meetings on the proposed seismic and improvement bonds were completed and that response to the issues raised and proposals by the Department of Public Works are awaited. Efforts are still underway to identify a funding source for necessary planning studies for each of the branches.

Commissioner Higueras outlined the committee's discussion of the Post Occupancy Evaluation (POE) beginning with the selection of an expert to define the scope of work and draft the Request for Proposals (RFP) to carry out the evaluation. He mentioned that a schedule for a public meeting as well opportunities for staff and interested members of the public to meet individually with Dr. Crantz was in preparation. The City Librarian promised posting of notice of opportunities to schedule these interviews for staff and the public will be provided by the end of November-beginning of December 1997. Commissioner Higueras also suggested that the draft timeline to carry out this process may have to be modestly adjusted to reflect delays created by the requirements of meeting city policies. Commissioner Agnos mentioned that the Quarterly Report of the Library Foundation was received and discussed by the Finance Committee.

Public Comment: Timothy Gillespie expressed support for public participation in determining the scope of the Post Occupancy Evaluation (POE) and continuing dismay at the format of Library Foundation Quarterly Reports; Peter Warfield inquired as to the impact on the proposed timeline for the Post Occupancy Evaluation (POE) of delays in contracting with the consultant and asked for more details be made available (eg. on Brooks Hall) concerning issues included in any POE.

PLANNING AND POLICY COMMITTEE REPORT

Commissioner Llorente discussed the Planning and Policy Committee's recommendation of the new grants policy statement described below referred to the Library Commission for its consideration and approval. The proposed revised policy would be as follows:

It is the policy of the San Francisco Library Commission that upon the recommendation of the City Librarian the Library apply for, accept, and expend grant moneys which adhere to or enhance the mission, roles, goals, and objectives of the library.

It is the policy of the San Francisco Library Commission that the City Librarian may approve grant proposals with the clear understanding that grant funded staffing or any other commitment of Library resources or funds ends with the expiration of the grant, unless additional grant funding becomes available, or budgetary provision be made to continue the grant funded activities beyond the term of the grant.

After completion of the internal control procedures for grants, the City Librarian shall prepare a quarterly status report on all active grant projects for the San Francisco Library Commission.

Additionally, an information sheet (copy attached) on administrative procedure for grant acceptance was provided to the Commission for its information. The Deputy City Attorney suggested that action to approve this policy change be deferred to the Commission's December meeting due to possible questions regarding the wording used to notice this item in the meeting agenda. The matter was continued for consideration and possible approval at the December Commission meeting.

Public Comment: An anonymous member of the public agreed with the City Attorney's views on the degree of specificity needed for agenda items listed in Commission meeting agendas and criticized the process by which the grants policy was drafted; Timothy Gillespie discussed his thoughts on compliance with the Sunshine Ordinance in preparing agendas; Peter Warfield expressed happiness with the Deputy City Attorney's views for more expressive descriptions in agendas and concern with lack of Commission oversight in the proposed grants policy.

Commissioner Llorente also discussed the Planning and Policy Committee's recommendation for a formal change in the Library's existing Holiday Closure Policy regarding the eve of the Thanksgiving Holiday to reflect traditional practice.

MOTION: Commissioner Llorente, Seconded by Commissioner Chin recommended adoption of a revision of the Library's Holiday Closure policy;

The entire library system at 5pm on the eve of the Thanksgiving, Christmas, and New Year's holidays; when Christmas Eve falls on Sunday, the entire library system will be closed.

Public Comment: Edward Reagan preferred that the Library remain open as many hours as possible; Peter Warfield requested that compensatory open hours be designated to replace any open evening hours lost by this early closure and all mandated open hours be maintained.

ACTION: Approved 5-0 (Aye - Coulter, Agnos, Chin, Higueras, and Llorente).

5. **LIBRARIAN'S GUILD**: None

6. **NEW BUSINESS**: Commission President Coulter requested that the Commission conduct an evaluation of the Commission Secretary and also interview the Acting City Librarian at the December meeting. He announced Commissioners Agnos and Steiman agreed to lead the search for the new City Librarian. Commissioner Chin called for Library Policies dealing with children and youth programming and the creation of service goals for children and

youth, particularly involving reciprocal relations between public schools and the Library. She also suggested a future discussion of increases in Library hours as suggested by Edward Reagan, library patron. Commissioner Higueras suggested seeking regular reports by DPW on the work on the Mission Branch to maintain effective oversight. Commissioner Llorente requested review of activities of the various affinity groups in the overall context of providing library services.

Public Comment: Edward Reagan pointed out the great importance of increased hours to a wide spectrum of patrons needing library services; Peter Warfield commented that implementing "authority control" for children's materials could help provide better service; An anonymous member of the public asked for information on a letter of complaint and concerns about improper closed session evaluations for non-policy positions; Peter Warfield requested that the Audit be placed on a future meeting agenda, more discussion about the search for the new City Librarian, and issues involving Brooks Hall, the online catalogue, and next year's budget; Zoia Horn expressed her wish that free library services be emphasized in a formal Library policy statement; and Ellen Egbert observed that strict oversight should be maintained, including written monthly reports, on DPW projects.

7. **PUBLIC COMMENT** Edward Reagan suggested illuminated open hours signs at libraries and also that separate rooms for children and teens would help reduce conflicts among branch users; Peter Warfield proposed consideration of an "open every day all year at fixed hours" library or perhaps a rotating schedule of increased a variety of open hours among branch libraries; an anonymous member of the public commended the courteous reception of the member of the public who spoke at the beginning of the meeting and discussed a "verandah factor" as illustrated in "Tennessee" William's play Suddenly Last Summer; and Timothy Gillespie welcomed discussion of the affinity centers, decried a lack of certain books, and made his evaluation of aspects of the work of the Commission Secretary.

8. ADJOURNMENT: Upon a motion by Commissioner Llorente, seconded by Commissioner Chin the meeting was adjourned in memory of Joe Sugg and Thaddus Camp,Jr. at 7:38 p.m.

ACTION: Approved 5-0 (Aye - Coulter, Agnos, Chin, Higueras, and Llorente).

Michael Housh
Library Commission Secretary 11/26/97

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of Commission handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY
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LIBRARY ACTIVITIES AND EVENTS
A Report to the Library Commission
November 5, 1997

1. Library use statistics for October
   Main Library gate count: 5,647 average per day
   October circulation statistics: not yet available

2. Program Highlights

   - Literary Quiz Show - Tuesday, November 4. In association with the San Francisco Bay Area Book Festival next weekend and ZYZZYVA, a Jeopardy style program, with teams of librarians vs. booksellers vs. authors, with questions submitted by SFPL and moderator Howard Junker.
   - 2nd Kiriyama Pacific Rim Book Prize Award Ceremony and reception. Sponsored by the Kiriyama Pacific Rim Foundation and the University of San Francisco Center for the Pacific Rim, co-sponsored by SFPL. 1997 winner to be chosen from six finalists and announced tomorrow night, November 6, at 6:00 p.m. in the Koret.
   - Opening Reception for the Hand Bookbinders of California Silver Anniversary Exhibition, in association with Book Art and Special Collections Department. Thursday, November 6, 6-8, Skylight Gallery
   - Quotidian Courage: Young Women Talk About Their Daily Struggles. Brave Little girls program. Panel of teenaged women, moderated by Nel Bernstein, the editor of *Youth Outlook*

3. Other reminders:
   - Great Sweep
   - San Francisco Bay Area Book Festival

11/5/97

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

CITY AND COUNTY OF SAN FRANCISCO OFFICE OF THE CITY ATTORNEY

LOUISE H. RENNE
City Attorney

AMY S. ACKERMAN
Deputy City Attorney
Direct Dial: (415) 554-9742

October 21, 1997

Honorable Members
San Francisco Library Commission
100 Larkin Street
San Francisco, California 94102

RECEIVED
OCT 2 1 1997
S F P L COMMISSION

Dear Commissioners,

I am writing to update you on Senate Bill 138 and on the status of the appeal in Public Access Project, James Chaffee v. San Francisco Library Commission (Superior Court # 983-820, Court of Appeal # A078403).

As we previously informed you, Senate Bill 138 was introduced to the Senate by Senators Kopp and Ayala. The bill amends the Brown Act to specifically provide that attendance at a committee meeting by a majority of the members of the parent commission does not violate the Brown Act, provided that the non-committee member commissioners attend only as observers. We previously provided you with a copy of that bill. On August 9, 1997, Governor Wilson signed the bill, enacting it into law. The provision will be effective on January 1, 1998.

As you recall, in the case referenced above, Superior Court Judge William Cahill held that the attendance of a quorum of the Commission at a noticed and public committee hearing violates the Brown Act where there is no separate notice that the full Commission will be meeting. Judge Cahill's interpretation of the Brown Act is now nullified. In light of the enactment of Senate Bill 138, we have moved to dismiss our appeal.

If you have any questions please do not hesitate to contact me.

Very truly yours,

LOUISE H. RENNE
City Attorney

Amy S. Ackerman
Deputy City Attorney

FOX PLAZA • 1390 MARKET STREET, FIFTH FLOOR • SAN FRANCISCO, CALIFORNIA 94102-5408
RECEPTION: (415) 554-4283 • FACSIMILE: (415) 554-4248

ENDORSED
FILED
San Francisco County Superior Court

OCT 2 1 1997

ALAN CARLSON, Clerk
BY: MARY MELVIN
Deputy Clerk

CALIFORNIA SUPERIOR COURT

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT NUMBER EIGHT

PUBLIC ACCESS PROJECT, AND JAMES CHAFFEE,

Petitioners,

vs.

SAN FRANCISCO LIBRARY COMMISSION,

Respondent.

NO. 988316

ORDER DENYING PETITION FOR WRIT OF MANDAMUS

The above captioned matter came on regularly before this court on August 21, 1997, after which the court received supplemental briefing of several issues, and the parties submitted the matter on September 29, 1997. After consideration of all papers, arguments and evidence, the court HEREBY ORDERS:

The Library Commission considered and interviewed candidates for the position of City Librarian and submitted three names to the Mayor as qualified applicants for the position. The Mayor then selected an individual temporarily for the position, with the authority granted by the City Charter of 1996.

The Library Commission's process of nominating the list of three candidates for City

Librarian was done in closed session. Despite the general requirements of openness for meetings of governmental bodies, the Commission was entitled to hold the selection process "out of public view" as an appointing authority over certain employment-related decisions within the purview of library administration.

The reasons for confidential, closed session personnel decisions are many and strong. Open hiring procedures would, due to their sensitive nature, eliminate many qualified candidates. Applicants could jeopardize their present positions if it were known that they were applying for another position. Completely public consideration of applicants could potentially expose them to embarrassment and the unwanted disclosure of their interest in the position, past experience and the merits and demerits of their employment qualifications. This would lead to an unworkable situation. Given the strong policy considerations of openness in governmental decision making and the conflicting concerns of privacy in City personnel decisions, this court seeks to resolve the dispute in favor of workable policy within the parameters of the law.

In the present context, the Commission does play a vital role in narrowing the list of candidates for library positions, and as such assists the Mayor in the exercise of his "appointing authority". As such the Library Commission's actions regarding the appointment of library staff was correctly done in closed session, protecting the applicants from unwanted disclosure of private matters and allowing a City agency to frankly and fully consider the qualifications of various candidates.

The Petition of the Public Access Project and James Chaffee, is therefore, DENIED.

DATED: October 17, 1997

Raymond D. Williamson, Jr.

CALIFORNIA SUPERIOR COURT

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT NUMBER EIGHT

PUBLIC ACCESS PROJECT, AND JAMES CHAFFEE,

Petitioners,

vs.

SAN FRANCISCO LIBRARY COMMISSION,

Respondent.

NO. 988316

CERTIFICATE OF SERVICE BY MAIL (CCP 1013a(4))

I, Mary Melvin, a deputy clerk of the Superior Court for the City and County of San Francisco, certify that:

1) I am not a party to this action;

2) On OCT 21 1997, I served the attached:

ORDER DENYING PETITION FOR WRIT OF MANDAMUS

by placing a copy in a sealed envelope, addressed as follows:

Burk E. Delventhal
City Attorney
Fox Plaza
1390 Market Street, 5th Floor
San Francisco, CA 94102

Andrew M. Zacks
235 Montgomery Street, Suite 810 San Francisco,
CA 94104

and,

3) I then placed the sealed envelope in the outgoing mail at 633 Folsom Street, San Francisco, CA, 94107 on the date indicated above for collection, attachment of required prepaid postage, and mailing on that date following the standard court practices.

DATED: OCT 21 1997

ALAN CARLSON, Clerk

By: Mary Melvin, Deputy

RE: SFPL Grant Proposal Process
DATE: October 24, 1997

There are basically two approaches to beginning a grant proposal process:

A) a priority need is identified by staff and a funding source is researched by grant office; or
B) a funding opportunity has been identified by grant office and is explored to see if it can help fulfill an identified lack or need in the library or further its strategic direction.

1. Potential proposal reviewed by a Proposal Review Team.

Any unit can ask the Grant Coordinator's office to convene a meeting of a Proposal Review Team to discuss the possibility of developing a proposal. Or, if the Grant Coordinator's office identifies an appropriate opportunity, it will convene a proposal team.

The Proposal Review Team includes the Grants Coordinator and Chiefs or other appropriate representatives for each of the divisions to be affected by the proposal. The team reviews the potential proposal according to the internal Grant Application Impact Analysis criteria, feasibility, and partners; and decides whether to recommend that the proposal be developed.

2. Recommended proposal reviewed by Fiscal Grant Review Committee.

The Fiscal Grant Review Committee includes the Chief Financial Officer, the Finance Director, and the Grants Coordinator. This Committee conducts a preliminary Cost/Benefit Analysis on the proposal, and recommends approval or rejection of the proposal based on a fiscal review.

3. Proposal is reviewed by City Librarian and/or Administrative Policy Committee.

Administrative Policy Committee recommends approval or rejection of proposal. City Librarian or designee approves or rejects proposed grant application.

4. Final Proposal is drafted.

The full proposal is developed by the interested parties with assistance from the Grant Coordinator's office, as appropriate. The final grant proposal is signed by the City Librarian or designee.

5. Grant Resolution to Accept & Expend is created for Mayor, Controller, & Board of Supervisors.

The Grant coordinator's office completes the resolution forms, and distributes them to the appropriate people when the grant is awarded.

6. Grant Award or Denial Announced

Upon receipt of a grant award or denial announcement, the Grant Coordinator's office notifies the City Librarian, who in turn notifies the Library Commission Finance Committee in a quarterly report.

7. Grant Resolution tracking process begins.

Grants Coordinator follows resolution process through City adoption procedures to insure completion.

San Francisco Public Library

DRAFT/WORKING COPY

Impact Analysis

Grantor	*Grant Title*
Grant Coordinator for San Francisco Public Library	*Grant Reporting Period*

	Yes	No
1. Does the Project conform to the Library's Five Year Plan or otherwise fall within the Library's mission?	☐	☐
2. Will the Project require additional personnel? If yes, specify the number of FTE's (Full-time equivalent positions), classifications, and duration of each positions. Indicate the impact on current staff workloads during and after the project.	☐	☐
3. List contracts, including personal services contracts, which will be needed to fulfill the requirements of the Project. Indicate duration of all contracts, maintenance agreements, and personal services contracts which will result from or be required. Provide estimated costs.	Provide List	
4. List any additional licensing agreements, software upgrades, supplies, equipment, or other ongoing costs.	Provide List	
5. Are there any ongoing costs? Include personnel, contracts, agreements, supplies, equipment, etc. How will these ongoing costs be covered beyond the period of Project funding?	☐	☐
6. Do the ongoing costs fit within the Library's 10 year budget projection?	☐	☐

Reviewed and approved by:	Title:	Date:
1.)		
2.)		
3.)		

[illegible] 4/97 Grants.Wk4

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

San Francisco Public Library Holiday Closure Policy
(As Amended 11/5/97)

ILLIE L. BROWN, JR.
yor

EVEN A. COULTER
esident

AN A. STREETS
ce President

ERRY AGNOS
NNIE K. CHIN
ARLES A. HIGUERAS, A.I.A.
NEST H. LLORENTE
AROL STEIMAN
mmissioners

EGINA MINUDRI
ting City Librarian

ICHAEL HOUSH
mmission Secretary

It is the policy of the San Francisco Library Commission that libraries will be closed on all days declared to be holidays by the City as set forth in the Salary Standardization Ordinance.

Additional closings will be as follows:

The entire library system on Easter Sunday;

The entire library system at 5pm on the eve of the Thanksgiving, Christmas and New Year's holidays; when Christmas Eve falls on Sunday, the entire library system will be closed;

The Chinatown Branch on Chinese New Year's Eve;

The Main Library when it is anticipated that congestion in the Civic center area will make opening the Main Library ineffective.

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SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
NOV 25 1997
SAN FRANCISCO
PUBLIC LIBRARY

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NOTICE OF MEETING

ATTENTION:

A special meeting called by the Commission President will be held at 5:00 p.m. before the regular meeting. That special meeting will be for the purpose of employee evaluation closed sessions. The start of the regular meeting may be delayed. It is possible that the regular session will start later because of the special meeting. The regular session will not start before 6:00 p.m.

The San Francisco Public Library Commission will hold special and regular meetings as follows:

DATE: Tuesday, December 2, 1997

TIME: 5:00 PM NOTE TIME CHANGE

PLACE: Koret Auditorium
Main Library, Civic Center

The meeting will be called to order

AGENDA OF SPECIAL MEETING - PUBLIC EMPLOYEE EVALUATION

1. PUBLIC COMMENT

2. CLOSED SESSION ACTION

   a). Pursuant to Government Code Section 54957 evaluation of the Acting City Librarian, Regina Minudri's performance.

   b). Pursuant to Government Code Section 54957 evaluation of the Commission Secretary, Michael Housh's performance.

3. OPEN SESSION

   Report if any action taken and motion and vote to disclose no information or to disclose part or all of the information discussed in the closed session. ACTION

3. ADJOURNMENT (requires motion and public comment) ACTION

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

AGENDA OF REGULAR MEETING:

The meeting will be called to order.

AGENDA:

1. **APPROVAL OF THE MINUTES**

Presentation of, discussion of, and possible action to approve the minutes of Commission Meeting of November 5, 1997. **ACTION**

2. **CITY LIBRARIAN'S AND ACTIVITIES AND EVENTS REPORT**

a). Report by Acting City Librarian Regina Minudri

b). Report by Marcia Schneider, Chief of Branches/Community Relations

3. **PRESIDENT'S REPORT** **ACTION**
Report by Commission President Steven A. Coulter

a). The President shall ask Commissioners to state his/her willingness to run for Commission office.

b). The President to appoint members to Nominating Committee.

5. **FINANCE, OPERATIONS, & BUILDING COMMITTEE REPORT**

a) Post Occupancy Evaluation update.

6. **CITY LIBRARIAN SEARCH COMMITTEE** **ACTION**
By Commissioner Steiman

Discussion and possible action on a proposed timeline for the selection process for candidates for the position of City Librarian

7. **PLANNING AND POLICY COMMITTEE REPORT**

a). Discussion of and possible action to amend Library Grants Policies as recommended by the Policy and Planning Committee. (proposed text attached) **ACTION**

b). Discussion of and possible action to adopt a format for Library Commission policies to be included in a proposed Library Commission Policy handbook. (proposed sample text attached) **ACTION**

c). Discussion of issues raised in the Library Audit.

8. FRIENDS OF THE LIBRARY MOU **ACTION**

Discussion of and possible action to approve a Memorandum of Understanding (MOU) between the Library and the Friends of the Public Library. (Copy attached)

9. LIBRARIANS' GUILD REPORT

10. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration)

11. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

12. ADJOURNMENT (requires motion and public comment) **ACTION**

Copies of Commission handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

11/26/97 - M.Housh, Secretary

Memorandum

To: San Francisco Public Library Commission

From: Regina Minudri, Acting City Librarian

Date: December 2, 1997

Re: City Librarian Recruitment

City Librarian Recruitment Plan

The attached plan was developed to assist your Commission in the recruitment process for the new City Librarian. It is flexible enough to accommodate changes and I believe the time frames are workable.

I recommend that your Commission adopt the plan, with the understanding that some of the dates may change as the process develops.

I further recommend that the target date for the new City Librarian to assume the office should be mid-September, 1998. I am willing to serve as Acting City Librarian until such time as a permanent appointment is made by Mayor Brown.

San Francisco Public Library

City Librarian Recruitment Plan

December 1997
- Plan presented to SFPL Commission.
- RFP for Executive Search Firm developed and presented to SFPL Commission.

January 1998
- RFP for Executive Search Firm approved
- Executive Search Firm selection process begins.

February & March1998
- Executive Search Firm identified, contract negotiated.

April 1998
- Executive Search Firm hired.
- Executive Search Firm holds hearings to gain input on desirable qualities needed by new City Librarian.
- Hearings held in March and April, 1998. 3-4 hearings, one specifically designed for staff input.
- Questionnaire developed for public input into criteria for new City Librarian, distributed widely
- 2-3 hearings held at branch libraries for public input.
- Results of hearings collated.
- Recruitment Brochure developed by Executive Search Firm from data collected.

May 1998
- Executive Search Firm identifies prospective candidates, pre-interviews and selects top 6-8 candidates for selection process.
- Executive Search Firm designs Assessment Center process, plans, schedules and arranges for different interview panels.

June 1998
- Background checks and references done for all candidates.
- Assessment Center held, with observers from Commission, Staff, Friends of Lib. & public.
- Public and staff interview panels conducted.
- Executive Search Firm collates results of Assessment Center, different interview panels and provides input to Commission.

July 1998
- SFPL Commission interviews candidates, selects three names to forward to Mayor Brown.

August 1998
- Mayor Brown selects and appoints new City Librarian.

September 1998
- New City Librarian takes office

DRAFT

San Francisco Public Library Commission Policy Manual

Grants Policy Policy #

Section: Finance

Adopted: Dec '97

City Attorney Review-1997

It is the policy of the San Francisco Library Commission that upon the recommendation of the City Librarian the Library apply for, accept, and expend grant moneys which adhere to or enhance the mission, roles, goals, and objectives of the library.

It is the policy of the San Francisco Library Commission that the City Librarian not approve any grant unless grant funded staffing or any other commitment of Library resources or funds either ends with the expiration of the grant, additional grant funding becomes available, or budgetary provision be made to continue the grant funded activities beyond the term of the grant.

After completion of the internal control procedures for grants, the City Librarian shall prepare a quarterly status report on all active grant projects for the San Francisco Library Commission.

Library Bill of Rights Policy #001

Section: Library Services

Adopted: December '97

Revised City Attorney Review-1997

It is the policy of the San Francisco Library Commission that the American Library Association's "Library Bill of Rights" shall be the basis of principle by which San Francisco Public Library policies are determined.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

IV. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, Amended February 2, 1961 and January 23, 1980, inclusion of age reaffirmed January 23, 1996 by the ALA Council.

Accessible Meeting Policy Policy #701

Section: Facilities

Adopted: April '95 City Attorney Review-1995

It is the policy of the San Francisco Public Library Commission that the following Accessible Meeting Policy and Open Meetings Notice be included in all distributed, posted, or mailed meeting notices.

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

SAN FRANCISCO PUBLIC LIBRARY COMMISSION POLICY MANUAL

Branch Naming Policy Policy #700
Section: Facilities
Adopted: April '97
City Attorney Review-1997

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify the facility with the neighborhood or the neighborhood it primarily serves. Anyone interested in finding a library can therefore immediately ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for specific individuals or entities. However, there may be reasons so compelling that adding a name of a person to the geographical name of a specific library may be an appropriate honor.

The person so honored will have performed such a myriad of services and dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the library in substantial ways. The depth and breadth of the contributions would be so obvious and compelling that the various segments of the library/branch community are of one mind in their desire to honor this individual. This great service will reflect a dedication and beneficence to the library over a great span of time.

It is our intention that naming a library for a person is a rarity and that the dedication and service to the library is recognized as rare, unique and of the highest quality.

PROCEDURES FOR THE PUBLIC INVESTIGATION OF THE NAME CHANGE

1. Any members of the Library Commission or a member of the public may propose a name change in writing to the Library Commission or at any regularly scheduled meeting of the Library Commission. However, the proposer must have done extensive and rigorous research to demonstrate that the individual or group has met the stringent criteria of dedicated service and benefit to the library.

2. The President of the Library Commission shall assign the branch library name change to the chair of the Planning and Policy Committee. The chair of the Planning and Policy Committee shall schedule the item for general discussion and receive public comment at several scheduled meetings of the Planning and Policy Committee meeting.

3. After reviewing the public comments, the members of the Planning and Policy Committee shall consider the merits of the name change request, and may schedule a meeting in the facility to consider more direct testimony from members of the public living in the neighborhood of the branch library facility. There shall be a waiting period of at least six months to review criteria.

4. At the next regularly scheduled meeting of the Planning and Policy Committee, after the six-month review period, the members of the committee shall discuss the below-listed criteria and determine a recommendation for the name change to the full membership of the Library Commission.

5. At the next regularly scheduled meeting of the Library Commission, the chair of the Planning and Policy Committee shall present its findings and recommendations to the Library Commission. The President of the Library Commission shall provide final public comment on the issue, and he or she shall call for a vote on the issue. An affirmative vote by the Library Commission shall determine the addition of the name change to the branch library facility.

CRITERIA FOR CHANGING THE NAME OF A BRANCH LIBRARY

1. There should be a demonstration of evidence to the Library Commission that there is a broad base of agreement on the desire for a name change by the neighborhood or community that is served by the branch.

2. The name change request should reflect the spirit of the San Francisco Public Library's mission of free and equal access to information for all.

3. The new name may honor an individual or group that has made a significant contribution to the branch library, the San Francisco Public Library system, the City and County of San Francisco or to the nation.

4. In all cases the geographic name shall precede any honorific name.

5. The new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the library as an institution.

6. If all other criteria are met, the cost of the name change, both in time and cash outlay, should be borne, in part or in whole, by the parties desiring the change.

M. Culver 04/17/97

Holiday Closure Policy — Policy #605

Section: Library Services
Adopted: Nov. 86
Revised: Oct '97 City Attorney Review-1997

It is the policy of the San Francisco Library Commission that libraries will be closed on all days declared to be holidays by the City as set forth in the Salary Standardization Ordinance.

Additional closings will be as follows:

The entire library system on Easter Sunday;

The entire library system at 5pm on the eve of the Thanksgiving Christmas and New Year's holidays; when Christmas Eve falls on Sunday, the entire library system will be closed;

The Chinatown Branch on Chinese New Year's Eve;

The Main Library when it is anticipated that congestion in the Civic center area will make opening the Main Library ineffective.

CITY AND COUNTY OF SAN FRANCISCO
PURCHASING DEPARTMENT
633 FOLSOM STREET, ROOM 514
SAN FRANCISCO, CALIFORNIA 94107-3607

AGREEMENT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND

THE FRIENDS OF THE SAN FRANCISCO PUBLIC LIBRARY

This Agreement is made this______ day of ________________, 1997 in the City and County of San Francisco, State of California, by and between: the Friends of the San Francisco Public Library hereinafter referred to as "Contractor," and the City and County of San Francisco, a municipal corporation, hereinafter referred to as "City," acting by and through its Director of Purchasing or the Director's designated agent, hereinafter referred to as "Purchasing."

Recitals

WHEREAS, the San Francisco Public Library ("Department") wishes to allow the Contractor to solicit and collect contributions on behalf of the Department and programs funded by the Department and to disburse amounts on behalf of the Department to fund programs and activities; and,

WHEREAS, Contractor represents and warrants that it is qualified to perform the services required by City as set forth under this Contract; and,

WHEREAS, approval for said Agreement was obtained from Civil Service Commission by Resolution No. **[insert Civil Service Commission Resolution number]** dated **[insert date of Civil Service Commission resolution]**;

Now, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. Intentionally Omitted

2. Term of the Agreement

The term of this Agreement shall commence on ____________________, 19__, and shall continue until either party provides the other with at least thirty (30) days' prior written notice of termination. The term shall terminate upon expiration of such notice period.

3. Effective Date of Agreement

This Agreement shall become effective on the beginning of the term, as defined in Section 2.

4. Services Contractor Agrees to Perform

The Contractor agrees to perform the services provided for in Appendix A, "Services to be Provided by Contractor," attached hereto and incorporated by reference as though fully set forth herein.

5. Compensation

No compensation shall be paid to Contractor under this Agreement.

6. Intentionally Omitted

7. Intentionally Omitted

8. Submitting False Claims; Monetary Penalties

Pursuant to San Francisco Administrative Code section 6.57, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for three times the amount of damages which the City sustains because of the false claim. A contractor, subcontractor or consultant who submits a false claim shall also be liable to the City for the costs, including attorney's fees, of a civil action brought to recover any of those penalties or damages, and may be liable to the City for a civil penalty of up to $10,000 for each false claim. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

9. Intentionally Omitted

10. Taxes

a. Payment of any taxes, including possessory interest taxes and California Sales and Use Taxes, levied upon this Agreement, the transaction, or the services delivered pursuant hereto, shall be the obligation of Contractor.

b. If this Agreement entitles Contractor to the possession, occupancy or use of City real property for private gain, then the following provisions apply:

(1) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Contractor, and any permitted successor or assign, may be subject to the payment of such taxes.

(2) Contractor, on behalf of itself and any permitted successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Contractor shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty days after such assignment, transfer, renewal or extension.

(3) Contractor further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements under applicable law with respect to possessory interests.

11. Intentionally Omitted

12. Qualified Personnel

Work under this Agreement shall be performed only by competent personnel under the supervision of and in the employment of Contractor. Contractor will comply with City's reasonable requests regarding assignment of personnel, but all personnel, including those assigned at City's request, must be supervised by Contractor.

13. Responsibility for Equipment

City shall not be responsible for any damage to persons or property as a result of the use, misuse or failure of any equipment used by Contractor, or by any of its employees, even though such equipment be furnished, rented or loaned to Contractor by City.

14. Independent Contractor; Payment of Taxes and Other Expenses

a. Contractor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services and work requested by City under this Agreement. Contractor is liable for the acts and omissions of itself, its employees and its agents. Nothing in this Agreement shall be construed as creating an employment or agency relationship between City and Contractor.

Any terms in this Agreement referring to direction from City shall be construed as providing for direction as to policy and the result of Contractor's work only, and not as to the means by which such a result is obtained.

b. Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Contractor is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Contractor which can be applied against this liability). City shall then forward those amounts to the relevant taxing authority.

Should a relevant taxing authority determine a liability for past services performed by Contractor for City, upon notification of such fact by City, Contractor shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Contractor under this Agreement (again, offsetting any amounts already paid by Contractor which can be applied as a credit against such liability).

A determination of employment status pursuant to the preceding two paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Contractor shall not be considered an employee of City. Notwithstanding the foregoing, should any court, arbitrator, or administrative authority determine that Contractor is an employee for any other purpose, then Contractor agrees to a reduction in City's financial liability so that City's total expenses under this Agreement are not greater than they would have been had the court, arbitrator, or administrative authority determined that Contractor was not an employee.

15. Insurance

a. Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

(1) Workers' Compensation, with Employers' Liability Limits not less than $1,000,000 each accident; and

(2) Commercial General Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and

(3) Contractor does not own or utilize any automobiles in connection with its operations. Consequently, Contractor is not required to provide Business Automobile Liability Insurance under this Agreement. Contractor agrees that, in the event it rents any vehicles in connection with its operations, it shall obtain maximum insurance coverage available from the rental agency for such vehicles.

b. Commercial General Liability Insurance policies must provide the following:

(1) Name as Additional Insured the City and County of San Francisco, its Officers. Agents, and Employees.

(2) That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

c. All policies shall provide:

Thirty (30) days' advance written notice to City of cancellation mailed to the following address:

San Francisco Public Library
Civic Center
San Francisco, California 94102-4685

d. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

e. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

f. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

g. Before commencing any operations under this Agreement, Contractor must furnish to City certificates of insurance, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City request.

h. Approval of the insurance by City shall not relieve or decrease the liability of Contractor hereunder.

16. Indemnification

The Contractor shall indemnify and save harmless the City and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, damage, injury, liability, and claims related to this Agreement or Contractor's performance of its obligations under this Agreement, except where (i) such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of the City or its officers, agents or employees, and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on the Contractor or its subcontractors or either's agent or employees, or (ii) Contractor is acting pursuant to specific written instructions of the City.

The City acknowledges that the Contractor's sole obligation under this Agreement is the collection and administration of funds on behalf of the Department, each in accordance with this Agreement. Other than the services described in this Agreement, Contractor has no obligation with respect to any individuals or programs of the City which receive funds from Contractor under this Agreement, including but not limited to any obligation to (i) hire or supervise any individuals for whom any compensation is paid with funds administered under this Agreement, or (ii) monitor any programs funded by Contractor under this Agreement. Subject to approval of the City's Board of Supervisors and Mayor, the City shall indemnify and save harmless the Contractor and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, damage, injury, liability, and claims related to the employment of any individual who receives any compensation from the Contractor under this Agreement, including but not limited to City employees who are employed in connection with the City's Project READ program, or the operation of programs which receive any funds from the Contractor under this Agreement, except where such loss, damage, injury, liability or claim is the result of Contractor's breach of this Agreement or the negligence or misconduct of the Contractor or its officers, agents or employees, and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on the City or its agent or employees.

17. Incidental and Consequential Damages

Contractor shall be responsible for incidental and consequential damages resulting in whole or in part from Contractor's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights which City may have under applicable law.

18. Liability of City

EXCEPT AS PROVIDED IN SECTION 16, NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

19. Intentionally Omitted

20. Bankruptcy

In the event that either party shall cease conducting business in the normal course, become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or assets or shall avail itself of, or become subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of rights of creditors, then at the option of the other party this Agreement shall terminate and be of no further force and effect, and any property or rights of such other party, tangible or intangible, shall forthwith be returned to it.

21. Termination/Termination for Convenience

In the event Contractor fails to perform any of its obligations under this Agreement, this Agreement may be terminated and all of Contractor's rights hereunder ended. Termination will be effective after ten days' written notice to Contractor. No new work will be undertaken after the date of receipt of any notice of termination, or five days after the date of the notice, whichever is earlier. In the event of such termination, Contractor will be paid for those services performed under this Agreement to the satisfaction of the City, up to the date of termination. However, City may offset from any such amounts due Contractor any costs City has or will incur due to Contractor's non-performance. Any such offset by City will not constitute a waiver of any other remedies City may have against Contractor for financial injury or otherwise.

City may terminate this Agreement for City's convenience and without cause at any time by giving Contractor thirty days' written notice of such termination. In the event of such termination, Contractor will be paid for those services performed, pursuant to this Agreement, to the satisfaction of the City up to the date of termination. In no event will City be liable for costs incurred by Contractor after receipt of a notice of termination. Such non-recoverable costs include, but are not limited to, anticipated profits on this Agreement, post-termination employee salaries, post-termination administrative expenses, or any other cost which is not reasonable or authorized under this section. This section shall not prevent Contractor from recovering costs necessarily incurred in discontinuing further work under the contract after receipt of the termination notice.

22. Contractor's Default

Failure or refusal of Contractor to perform any work or service or do any act required under this Agreement shall constitute a default. In the event of any default, in addition to any other remedy available to Purchasing, this Agreement may be terminated by Purchasing pursuant to the terms of Section 21 herein. Such termination shall not waive any other legal remedies available to Purchasing.

23. Conflict of Interest

Through its execution of this Agreement, Contractor acknowledges that it is familiar with the provisions of Section 15.103 and Appendix C 8.105 of City's Charter and Section 87100 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions.

24. Proprietary or Confidential Information of City

Contractor understands and agrees that, in the performance of the work or services under this Agreement or in contemplation thereof, Contractor may have access to private or confidential information which may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City. Contractor agrees that all information disclosed by City to Contractor shall be held in confidence and used only in performance of the Agreement. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary data.

25. Notices to the Parties

All notices to be given by the parties hereto shall be in writing and served be effective on the date of delivery when personally delivered, or three days after the date of sending when deposited in the United States Post Office, postage prepaid and registered as follows:

To City:
City Librarian
San Francisco Public Library
Civic Center
San Francisco, California 94102-4685

To Contractor:
Executive Director
Friends of the San Francisco Public Library
San Francisco Public Library
Civic Center
San Francisco, California 94102-4685

26. Ownership of Results

Any interest of Contractor or its Subcontractors, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents prepared by Contractor or its Subcontractors in connection with services to be performed under this Agreement, shall become the property of and will be transmitted to City. However, Contractor may retain and use copies for reference and as documentation of its experience and capabilities.

27. Works for Hire

If, in connection with services performed under this Agreement, Contractor or its subcontractors create artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, such works of authorship shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such works are the property of the City. If it is ever determined that any works created by Contractor or its subcontractors under this Agreement are not works for hire under U.S. law, Contractor hereby assigns all copyrights to such works to the City, and agrees to provide any material and execute any documents necessary to effectuate such assignment. With the approval of the City, Contractor may retain and use copies of such works for reference and as documentation of its experience and capabilities.

28. Audit and Inspection of Records

Contractor agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its work under this Agreement. Contractor will permit City to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered by this Agreement, whether funded in whole or in part under this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years after final payment under this Agreement or until after final audit has been resolved, whichever is later. The State of California or any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon City by this Section.

29. Subcontracting

Contractor is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is first approved by City in a written instrument executed and approved in the same manner as this Agreement. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. An agreement made in violation of this provision shall confer no rights on any party and shall be null and void.

30. Assignment

The services to be performed by Contractor are personal in character and neither this Agreement nor any duties or obligations hereunder may be assigned or delegated by the Contractor unless first approved by City by written instrument executed and approved in the same manner as this Agreement.

31. Intentionally Omitted

32. Nondiscrimination; Penalties

(a) Contractor Shall Not Discriminate. In the performance of this Agreement, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor.

(b) Subcontracts. Contractor shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code (copies of which are available from Purchasing) and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

33. Intentionally Omitted

34. Tropical Hardwood Ban

Pursuant to San Francisco Administrative Code section 12I.5(b), the City and County of San Francisco urges contractors not to import, purchase, obtain, or use for any purpose, any tropical hardwood or tropical hardwood product.

35. Drug-Free Workplace Policy

Contractor acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Contractor agrees that any violation of this prohibition by Contractor, its employees, agents or assigns will be deemed a material breach of this Agreement.

36. Resource Conservation; Liquidated Damages

Chapter 21A of the San Francisco Administrative Code ("Resource Conservation") is incorporated herein by reference. Failure by Contractor to comply with any of the applicable requirements of Chapter 21A will be deemed a material breach of contract.

In the event Contractor fails to comply in good faith with any of the provisions of Chapter 21A, Contractor will be liable for liquidated damages in an amount equal to Contractor's net profit under this Agreement, or five percent (5%) of the total contract amount , whichever is greater. Contractor acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Contractor from any contract with City.

37. Compliance with Americans with Disabilities Act

Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. Contractor shall provide the services specified in this Agreement in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns will constitute a material breach of this Agreement.

38. Sunshine Ordinance

In accordance with San Francisco Administrative Code section 67.24(e), contracts, contractors' bids, responses to requests for proposals and all other records of communications between City and persons or firms seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

39. Intentionally Omitted

40. Non-Waiver of Rights

The omission by either party at any time to enforce any default or right reserved to it, or to require performance of any of the terms, covenants, or provisions hereof by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.

41. Modification of Agreement

This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

42. Administrative Remedy for Agreement Interpretation

Should any question arise as to the meaning and intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Purchasing who shall decide the true meaning and intent of the Agreement.

43. Agreement Made in California; Venue

The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

44. Construction

All paragraph captions are for reference only and shall not be considered in construing this Agreement.

45. Entire Agreement

This contract sets forth the entire Agreement between the parties with respect to the subject matter of this Agreement, and supersedes all other oral or written provisions. This contract may be modified only as provided in Section 41.

46. Compliance With Laws

Contractor shall keep itself fully informed of the City's Charter, codes, ordinances and regulations of the City and of all state, and federal laws in any manner affecting the performance of this Agreement, and must at all times comply with such local codes, ordinances, and regulations and all applicable laws as they may be amended from time to time.

47. Severability

Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first mentioned above.

CITY

Recommended by:

____
Acting City Librarian
San Francisco Public Library

Approved as to Form:

Louise H. Renne
City Attorney

By ____________________________
Deputy City Attorney

Approved:

____
Edwin M. Lee
Director of Purchasing

CONTRACTOR

Friends of the San Francisco Public Library

By: ________________________
Margie O'Driscoll
Executive Director

Friends of the San Francisco Public Library
San Francisco Public Library
Civic Center
San Francisco, California 94102-4685
415-557-4257

____
Federal Employer ID Number

Appendix A

Services to be Provided by Contractor

1. Solicitation and Collection of Funds. The Contractor shall collect grants, contributions or other funds (i) remitted directly to the Library and made payable to the Contractor which the Library, in turn, remits to the Contractor under this Agreement, and (ii) solicited directly by the Contractor for the benefit of the Library. The Library shall use its best efforts to inform the Contractor of the anticipated receipt of monies to be subject to this Agreement, other than unsolicited contributions.

2. Establishment of Accounts. The Contractor shall deposit all such funds into one or more interest-bearing accounts in the Contractor's name. The Contractor shall hold those funds, less accrued interest on those funds, in trust for the sole benefit of the City.

3. Programs/Activities/Personnel Costs to be Funded. The parties acknowledge that the costs to be funded by the Contractor under this Agreement will change periodically over the term of this Agreement depending on factors such as the availability of funds, grant restrictions, and other factors. To assist in Contractor's administration of funds under this Agreement, each time the Library desires to expand the scope of programs, activities and/or personnel to be funded under this Agreement, the Library shall deliver to the Contractor an "Application for Fiscal Sponsorship" ("Application") in the form attached to this Appendix A. The Contractor shall execute each Application, and each Application shall become a part of this Agreement.

4. Requests for Payment. The City Librarian shall make a written request to the Contractor for payments to be made out of funds held by Contractor under this Agreement. The City Librarian shall make such request at least ten (10) days in advance of the desired payment date. The request shall be in the form of the "Check Requisition Form" attached to this Appendix A.

5. Payment. The Contractor shall confirm the availability and eligibility of funds to pay the amount requested under Section 2. The Contractor shall inform the Department immediately if there are insufficient funds to pay the required amount. Otherwise, within ten days of the City Librarian's request, the Contractor shall make payments from such account(s) in amounts and at times as indicated in the written request.

6. Transfer of Accounts. In the event of any termination of this Agreement, Contractor shall cooperate with the City to transfer any account(s) to the City or another entity designated by the City. Contractor shall have no right to the proceeds of any accounts.

7. Reports. In addition to the record keeping requirements in the Agreement, by January 30 of each year during the Term, Contractor shall submit written reports to the Department which include (i) the balance in each account at the beginning and end of the preceding calendar year and (ii) the withdrawals made from each account during that period. The timely submission of all reports is a necessary and material term and condition of this Agreement.

8. Department Liaison. In performing the services provided for in this Appendix, Contractor's liaison with the Library will be Roberto Esteves.

9. Designee. The City Librarian may designate another individual to act on his/her behalf in executing any Application or Check Requisition Form under this Agreement. Such designation shall be made in writing to the Contractor.

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
DEC 04 1997
SAN FRANCISCO
PUBLIC LIBRARY

LIBRARY ACTIVITIES AND EVENTS

A Report to the Library Commission December 2, 1997

1. Usage Statistics

Circulation (as of October 31, 1997)	Branches	1,332,415
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	(Inter-Library)	3,252
	TOTAL	1,893,404

Circulation is nearly identical to last year. Reflects closure of Mission Branch 9/15 - 10/27.

Main Library average daily gate count:

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November	5,296

2. Exhibitions

Conclusion of Brave Little Girls November 30

Opening Tibetan Sacred Art and Books December 16 - Jewett Gallery

Reception Sunday, December 14 2-4 p.m. Latino Hispanic

Exhibit features selected books and sacred art published over the past 25 years by Dharma Publishing of Berkeley. Preserves the works of 1,500 Buddhist masters, produced over a thousand years. More than 750 volumes have been published so far.

3. Programs

- Lives of a Book

Library professional staff, led by the City Librarian, will discuss how books and other materials in the library collections are selected, ordered, processed, transported, shelved, circulated, maintained, etc. Will include a video of library staff at work in the branches and Main. Tuesday, December 9, 6:00 p.m., Koret.

- Musings on the Vernacular

Alastair Johnston will present the annual Book Arts and Special Collections holiday lecture on folk lettering worldwide. Johnston, a partner of Berkeley's Poltroon Press, has photographed professional signage and graffiti from around the world with an eye towards typographical innovations. Thursday, December 11, 7:00 p.m., Koret. Sponsored by Friends of the Library.

Civic Center
San Francisco, California 94102

- Kwanzaa celebrations
    - many children's programs
    - Family Celebration - Bayview/Waden, featuring storytelling and and explanation of the 8 principles of Kwanzaa. Wednesday, December 17, 7:00 p.m.
    - Lesbians and Gays of African Descent for Democratic Action in association with the African American Center and the Gay and Lesbian Center presents 6th annual Kwanzaa holiday celebration. Performances by musicians, poets and dancers. Tuesday, December 30, 6:30 p.m., Koret Auditorium.

- Youth Speaks Fall 1997 - creative writing workshop for teen poets, working closely with wrting mentors. December 3, 10, 17, Main Library, First Floor Stong Conference Room, 4-6.

4. Happy Holidays!!

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

W ie L. Brown, Jr.
M r

St en A. Coulter
Pr dent

Fr A. Streets
Vi President

Sh ry Agnos
L nie K. Chin
C les A. Higueras, A.I.A.
E est H. Llorente
C ol Steiman
C nissioners

R ina Minudri
A g City Librarian

M el Housh
C uission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special and regular meetings of Tuesday, December 2, 1997

(approved Jan.6,1998)

The San Francisco Public Library Commission held a special meeting for the purpose of Employee Evaluation and a regular meeting on Tuesday, December 2, 1997 in the Koret Auditorium, Main Library.

The Special meeting was called to order at 5:13 PM by President Steven A. Coulter.

The Commission President announced that the Commission would meet in closed session as provided by Government Code Section 54957 for the purpose of employee evaluation of the job performance of the Acting City Librarian and the Commission Secretary.

The following members were noted present: President Coulter, Vice President Streets and Commissioners Llorente and Steiman.

The Commission went into closed session at 5:23 PM

Commissioners Chin and Higueras joined the meeting during the closed session

The Commission reconvened in open session at 6:30 PM

The Commission noted that an employee evaluation of the job performance of the Acting City Librarian and the Commission Secretary was the only action taken during the closed session.

MOTION: Commissioner Higueras, seconded by Commissioner Llorente moved to report no information concerning any matters discussed during the closed session.

ACTION: APPROVED Aye 6-0 (Coulter, Chin, Higueras, Llorente, Steiman, and Streets)

ADJORNMENT: Commissioner Llorente , Seconded by Commissioner Higueras moved Adjournment of the special meeting of the Library Commission

ACTION: APPROVED Aye 6-0 (Coulter, Chin, Higueras, Llorente, Steiman, and Streets)

The meeting was adjourned at 6:45PM

The Regular Meeting of the Library Commission was called to order at 6:48PM

The following members were noted present: President Coulter, Vice President Streets, Commissioners Chin, Higueras, Llorente, and Steiman.

APPROVAL OF MINUTES of the regular meeting of November 5, 1997

MOTION: approval moved by Commissioner Llorente, seconded by Commissioner Chin.

There was discussion among the Commissioners regarding including in the minutes a statement to clarify for concerned members of the public that the Commission was determined to maintain close oversight of the rehabilitation work being done by the Department of Public Works at the Mission Branch Library. Commissioner Higueras pointed out that information included in the New Business item of the 11/5/97 Commission Minutes made exactly that point.

Public Comment: Mr. Peter Warfield discussed his interest in improvements in “authority control” as mentioned in the Acting City Librarian’s Report. Mr. Timothy Gillespie criticized calling the meeting a regular meeting of the Commission in the posted agenda rather than two “special” meetings of the Commission.

ACTION: APPROVED Aye 6-0 (Coulter, Chin, Higueras, Llorente, Steiman, and Streets)

CITY LIBRARIAN’S REPORT: Regina Minudri

The Acting City Librarian, Ms. Minudri mentioned that she had met with the Mayor’s Office regarding budget issues. She discussed her continuing meetings with members of various Library Affinity groups citing upcoming meetings with the Latino/Hispanic and Stegner Center Affinity groups. Ms. Minudri congratulated all of the participants in making the “Brave Little girls” Exhibit such a tremendous success at an informal gathering in her office on December 1, 1997. The City Librarian noted that she had completed her initial branch visits and would begin a round of return visits in January.

Ms. Minudri referred to on-going efforts to gather patron data through both “Fill Rate” and “Library Visitor Satisfaction” surveys. She agreed to provide information on these surveys as well as a California Reference Evaluation Survey at the January Commission meeting.

The City Librarian saluted the exemplary work of the Merced Branch on its being honored for excellence in a national publication, She additionally recognized Library Preservation staff member Marie Kelzer, on her inclusion among the Bay Area's outstanding hand bookbinders currently being exhibited on the 6th floor of the Main Library.

Ms. Minudri recognized the excellent work done by the Library's Security staff for their prompt action and assistance to an injured staff member. Ms. Minduri informed the Commissioners of the annual holiday celebration to be held on December 19, 1997, events honoring the 20th Anniversary of the Deaf Center, a TCI reception where Mayor Brown will accept $200,00.00 for Telecommunications equipment for Library use, and the Lives of a Book program.

Marcia Schneider, Chief of Branches/Community Relations made a Report (copy attached) on Library Use and Events. She mentioned the great success of the "Brave Little Girls" exhibit and announced the opening of a new exhibit of Tibetan Sacred Art and Books on December 14, 1997. Ms. Schneider called the Commissioners' attention to upcoming Kwanza observances as well as an event celebrating the 20th Anniversary of the Deaf Center being held in the Library.

The Chief of Branches/Community Relations reported on the Library's upcoming Lives of a Book program on December 9, 1997, the Annual Book Arts and Special Collections holiday lecture by Alastair Johnston "Musing on the Vernacular" on December 11, 1997, and Youth Speaks - Fall 1997 mentored workshops for teen poets to be held on December 3,10, and 17, 1997.

Ms. Schneider also reported on Library usage and circulation.

Public Comment: Mr. Peter Warfield expressed disappointment at the scheduling of a public meeting with Dr. Cranz on the scope of the Post Occupancy Evaluation (POE) concurrent with the 12/2/97 Commission meeting. He additionally requested information concerning the "Fill Rate" and "Library Satisfaction" surveys.

PRESIDENT'S REPORT: President Steven A. Coulter

The Commission President requested that the Commission Secretary poll the Commissioners concerning their willingness to serve as officers of the Commission.

The Commissioners responded: Commissioner Chin, declined, Commissioner Coulter, declined, Commissioner Higueras, willing to serve, Commissioner Llorente, declined, Commissioner Steiman, declined. President Coulter announced that Commissioner Streets who had been called away from the meeting was willing to serve.

President Coulter named Commissioners Llorente and Chin to be the Nominating Committee.

FINANCE, OPERATIONS AND BUILDINGS COMMITTEE REPORT

Commissioner Higueras reported on the progress of the Post Occupancy Evaluation (POE) process beginning with the selection of an expert to define the scope of work and draft the Request for Proposals (RFP) to carry out the evaluation. He mentioned that a schedule of opportunities for staff and interested members of the public to meet individually with Dr. Galen Cranz was underway. The list of opportunities (Copy attached) to schedule interviews by members of the public with Dr. Cranz was provided. Commissioner Higueras suggested that the draft timeline to carry out this process may have to be modestly adjusted to reflect delays created during the process to determine the scope of the POE. However, he expected that a draft of the Request for Proposals (RFP) may be available at the January Finance Committee meeting.

Public Comment: An anonymous member of the public complained that no Finance Committee was held in November, about the scheduling conflict between Dr. Cranz's POE scope meeting and the Commission meeting, and that insufficient time was allowed for public input on the POE in Dr. Cranz's interviews. Mr. Peter Warfield inquired concerning Dr. Cranz's qualifications, the lack of publicity for the opportunities for public and staff comments, and that there had been no public discussion of hiring an expert to prepare the Request for Proposals (RFP) for the Post Occupancy Evaluation (POE). Mr. Timothy Gillespie criticized the publicity efforts for Dr. Cranz's meetings and the conflicting schedule between the Commission meetings and Dr. Cranz's public input meeting.

Commissioner Steiman directed the Commission Secretary to include announcements of scheduled meetings of special public interest in the regular Commission mailings. The Commissioners also indicated that a description of Dr. Cranz's qualifications would be available upon request from the Commission Office.

CITY LIBRARIAN SEARCH COMMITTEE

Commissioner Steiman discussed the separate meetings which she and Commissioner Agnos had on different items pertaining to the search process with Library staff. Acting City Librarian Regina Minudri presented a proposed process and schedule (copy attached) for the Commission's consideration. Commission President Steven Coulter expressed concerns about aspects of the proposed plan involving the legal requirements concerning public meetings, the desirability of protecting the privacy of applicants, and the importance that the Commission set the qualifications for the position of City Librarian. He requested that the City Attorney provide the Commission with guidance on the issues involved before a final process was determined. Commissioner

Steiman strongly emphasized the importance of broad community participation in the selection process and promised every effort would be made to widely publicize opportunities for Library staff and the public as well as the Commissioners to have input into the selection process. Commissioner Coulter inquired regarding the ability for the Library to move forward administratively with preparation of a Request for Proposals to select a professional executive search firm to conduct the national search for a new City Librarian. The Acting City Librarian confirmed that this was appropriate and the Commissioners indicted approval without dissent for the Acting City Librarian to continue this process. Commissioner Chin requested that the process include an early opportunity for the Commission to discuss the qualities it would seek in any candidate for City Librarian.

Public Comment: An anonymous member of the public indicated a belief that any process the Commission chose to use in selecting a City Librarian would lack integrity. Ms. Evans, a library volunteer, inquired as to the appropriateness of all Library departments submitting a question to be put to candidates seeking the City Librarian position. Ms. Ann Anderson inquired as to how members of the public might be chosen to participate in aspects of the candidates' interview process. Mr. Peter Warfield expressed support for the Library Commission taking a strong role in determining and monitoring the selection process, criticized the public participation aspects of the proposed schedule, and supported a strong public role in any interview/selection process. Mr. Timothy Gillespie criticized the Commission's compliance with the requirements of the Sunshine Ordinance and recommended that the City Attorney oversee every aspect of any City Librarian selection process.

PLANNING AND POLICY COMMITTEE REPORT

Commissioner Llorente discussed the Planning and Policy Committee's recommendation of the new grants policy statement described below referred to the Library Commission for its consideration and approval. The proposed revised policy would be as follows:
It is the policy of the San Francisco Library Commission that upon the recommendation of the City Librarian the Library apply for, accept, and expend grant moneys which adhere to or enhance the mission, roles, goals, and objectives of the library.

It is the policy of the San Francisco Library Commission that the City Librarian may approve grant proposals with the clear understanding that grant funded staffing or any other commitment of Library resources or funds ends with the expiration of the grant, unless additional grant funding becomes available, or budgetary provision be made to continue the grant funded activities beyond the term of the grant.

After completion of the internal control procedures for grants, the City Librarian shall prepare a quarterly status report on all active grant projects for the San Francisco Library Commission.

MOTION: Moved by Commissioner Llorente, seconded by Commissioner Chin that the Commission adopt the Planning Committee's recommendation for a revised Grants Policy.

Public Comment: Mr. Peter Warfield urged that the Commission retain strong oversight over the grants process. Mr. Timothy Gillespie inquired concerning the fate of individuals hired under a grant when the funding ends. Ms. Barbara Berman observed that the proposed grants policy was the current norm for such policies.

ACTION: APPROVED Aye 5-0 (Coulter, Chin, Higueras, Llorente, and Steiman)

LIBRARY POLICY FORMAT

Commissioner Llorente described a proposed new standard format for existing Library policies discussed in the Planning Committee and forwarded to the full Commission for its consideration. The Commission Secretary made a presentation of a proposed model format (copy attached) including a suggested table of contents and model policy format for a proposed Library policy handbook. The Commissioner's discussed various aspects of the draft and suggested stylistic concerns. Commissioner Chin also raised the issue that unaddressed policy areas and service goals should be specifically considered when the Commission acts on additional policy needs revealed through the process of organizing the Library Policy Handbook. The Commission Secretary suggested that a handbook could be presented to the Commission during the next year.

MOTION: Commissioner Llorente, seconded by Commissioner Chin that the Commission approve the basic format of the proposed models and the Commission Secretary continue to prepare a complete presentation of existing policies in the new format for submission to the Commissioners next year.

The Deputy City Attorney suggested removal of any reference to policy approval by the City Attorney.

ACTION: APPROVED Aye 5-0 (Coulter, Chin, Higueras, Llorente, and Steiman)

LIBRARY AUDIT ISSUES

The Acting City Librarian reported on steps the Library has taken to address the various issues raised in last year's audit of the Library. (copy attached). Ms. Minudri explained that the memo provided to the Commissioners reflected her views on how best to address the audit recommendation prior to her assuming the position of City Librarian. Regarding Item 1, she discussed the efforts to identify and hire a Finance Director and an Assistant City Librarian as the Audit recommended. On item 2, the Acting City Librarian reported the shelving backlog has been cleared. On Item 3. Ms. Minudri outlined proposed action beginning with a public meeting on December 9, 1997 at the Main Library. She emphasized that the development of collections management policies will be staff centered and staff driven. The Post Occupancy Evaluation (POE) process was described as underway. Dr. Cranz. the consultant on development of the scope of the Request for Qualifications (RFQ) will continue to interview staff and members of the public to shape the scope of the POE Request for Proposals. Regarding Item 18, the Acting City Librarian informed the Commissioners of her meetings with the various affinity groups focusing on better cooperation and coordination among staff, the public, and affinity groups. On Item 19b, Ms. Minudri discussed her October 31, 1997 General Staff meeting and other efforts to involve library staff in budget planning. She also mentioned efforts to provide budget training for Library staff. Although some evaluations are underway she projected a long term effort would be needed to do complete position evaluations for all staff positions.

Ms. Minudri discussed efforts to improve staff training. The Acting City Librarian admitted incomplete understanding of the complexity of issues involved in Library Preservation and General Fund budgeting. Ms. Minudri projected that efforts to do outreach citywide on specialized program development may have to be delayed until next Summer. The Acting City Librarian mentioned that a budget training program for staff could be in place by next Summer. The replacement and upgrading of equipment will require use of expert consultants. Doing evaluations of customer and employee satisfaction are best done by outside experts to get good results, according to Ms. Minudri. The City Librarian suggested that the Library Audit's recommendation of major staff reassignments is not appropriate until a long term process to address other concerns and dramatically improve internal communication has been accomplished. She noted that the Post Occupancy Evaluation (POE), and the cataloging process have been moved to be priority level one. President Steven Coulter expressed his desire to raise the priority of addressing fundraising issues. He expressed particular interest in obtaining needs assessments from Library staff for presentation to the "Friends" and the Library Foundation. Commissioner Coulter proposed using this means to set overall fundraising targets for projects such as branch library improvements and equipment upgrades. Ms. Minudri proposed naming a staff task force to report to the Commission in March 1998 on fundraising needs and issues involved with technology, equipment, program development, and staff development. Commissioners Llorente expressed a wish that book storage issues also be made a higher priority. The Commissioners discussed raising the profile of the Brooks Hall issue. The Commission requested a regular report on addressing the audit recommendation be submitted. The City Librarian agreed to make a regular report on progress in addressing the Audit recommendations.

Public Comment: Ms. Evans discussed difficult experience in applying for a page position and confusion concerning the date these positions were to be filled.

FRIENDS OF THE LIBRARY MOU

Deputy City Attorney Sandy Schaefer, assisted by Acting Chief of the Main Roberto Esteves made a presentation of the proposed MOU (text attached) between the Library and the Friends of the Library. Ms. Schaefer described the proposal as a simple "boilerplate" legal agreement to formalize both long-standing informal agreements between the Library and the Friends of the Library and as an appropriate response to legal concerns arising from the "Friends" role in acting as fiscal agent for the Library's Project Read program. Mr. Esteves lauded this action to finally formalize a very important 40 year collaborative effort.

The Commissioners discussed the nature of the agreement and the approval process for such standard agreements by the Board of Supervisors.

MOTION: Commissioner Steiman, seconded by Commissioner Higueras moved approval of the MOU.

ACTION: APPROVED Aye 5-0 (Coulter, Chin, Higueras, Llorente, and Steiman

LIBRARIAN'S GUILD: No report.

NEW BUSINESS: Commission President Coulter requested information concerning Library Policy on the release of confidential information about patrons in the wake of an apparent improper as well as inaccurate release of patron information. Commissioner Llorente requested that the Commission Secretary prepare a report for the Commission regarding the Commission Seal and the Library's use of a logo. Commissioner Coulter made reference to the history of the current logo. Commissioner Steiman expressed a wish that a book continue to be a major element in the Commission Seal and suggested that talented Library staff could help with this project..

PUBLIC COMMENT: Mr. Edward Reagan suggested 6AM to Midnight hours every day for the Library to be funded by the City's General Fund. Mr. Peter Warfield suggested a rotating schedule of open hours among libraries, that members of the public be allowed to respond to Commissioners discussion of issues they mentioned, and continuing concern that the Commission retain oversight on grants. An anonymous member of the public related his history with the Library mentioning a "verandah factor".

ADJOURNMENT: Upon a motion by Commissioner Llorente, seconded by Commissioner Chin the meeting was adjourned in memory of Yori Wada

ACTION: Approved 5-0 (Aye - Coulter, Chin, Higueras, Steiman, and Llorente).

The meeting was adjourned at 9:12PM

Michael Housh
Library Commission Secretary 12/3/97

Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of Commission handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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- Youth Speaks Fall 1997 - creative writing workshop for teen poets, working closely with wrting mentors. December 3, 10, 17, Main Library, First Floor Stong Conference Room, 4-6.

4. Happy Holidays!!

Post Occupancy Evaluation Meeting Schedule with Galen Cranz

Wednesday, Nov. 12,	9-11am	**Met with Engineering, Security, Customer, Reproductions, Sorting Room Staff**
Friday, Nov. 14,	9-11 am	**Met with 1st Floor, AV,ILL, Information Services, & Borrower Services Staff**
Monday, Nov. 17	3-5pm	**Met with Technical Services Staff**
Wednesday, Nov. 19	9-11am	**Met with 3rd, 4th, 5th Floor Staff**
Friday, Nov. 21	9-11am	**Met with Accessibility Services: Blind/Deaf/LD/Project**
Monday, Dec. 1	9-11am	**Met with Friends and Foundation Staff**

UPCOMING MEETING

Tuesday, Dec. 2	6:30-7:30pm	**Public Meeting**
Thursday, Dec. 4	4-6pm	**Private Public Meeting**
Friday, Dec. 5	9-11am	**Children's Center Staff**
Wednesday, Dec. 10	1-3pm	**Private Public Meeting**
Wednesday, Dec. 10	3-5pm	**6th Floor Administration/SF History**

Memorandum

To: San Francisco Public Library Commission

From: Regina Minudri, Acting City Librarian

Date: December 2, 1997

Re: City Librarian Recruitment

City Librarian Recruitment Plan

The attached plan was developed to assist your Commission in the recruitment process for the new City Librarian. It is flexible enough to accommodate changes and I believe the time frames are workable.

I recommend that your Commission adopt the plan, with the understanding that some of the dates may change as the process develops.

I further recommend that the target date for the new City Librarian to assume the office should be mid-September, 1998. I am willing to serve as Acting City Librarian until such time as a permanent appointment is made by Mayor Brown.

San Francisco Public Library

City Librarian Recruitment Plan

December 1997
- Plan presented to SFPL Commission.
- RFP for Executive Search Firm developed and presented to SFPL Commission.

January 1998
- RFP for Executive Search Firm approved
- Executive Search Firm selection process begins.

February & March1998
- Executive Search Firm identified, contract negotiated.

April 1998
- Executive Search Firm hired.
- Executive Search Firm holds hearings to gain input on desirable qualities needed by new City Librarian.
- Hearings held in March and April, 1998. 3-4 hearings, one specifically designed for staff input.
- Questionnaire developed for public input into criteria for new City Librarian, distributed widely
- 2-3 hearings held at branch libraries for public input.
- Results of hearings collated.
- Recruitment Brochure developed by Executive Search Firm from data collected.

May 1998
- Executive Search Firm identifies prospective candidates, pre-interviews and selects top 6-8 candidates for selection process.
- Executive Search Firm designs Assessment Center process, plans, schedules and arranges for different interview panels.

June 1998
- Background checks and references done for all candidates.
- Assessment Center held, with observers from Commission, Staff, Friends of Lib. & public.
- Public and staff interview panels conducted.
- Executive Search Firm collates results of Assessment Center, different interview panels and provides input to Commission.

July 1998
- SFPL Commission interviews candidates, selects three names to forward to Mayor Brown.

August 1998
- Mayor Brown selects and appoints new City Librarian.

September 1998
- New City Librarian takes office

Memorandum

San Francisco Public Library

To: Planning and Policy Committee, SFPL Commission

From: Regina Minudri, Acting City Librarian

Date: November 14, 1997

Subject: SFPL Audit Recommendations

Before accepting the appointment as Acting City Librarian I reviewed the audit carefully. In doing so, I decided to prioritize the recommendations, establish a time line, assign responsibility and make comments. I believe it is time for your Commission to review my preliminary recommendations and determine the focus and priorities which best reflect the needs of the library.

Please remember that these preliminary recommendations were made prior to accepting this position and were based, not on knowledge of the SFPL system, but on my experience and background.

Action is taking place on a number of the recommendations.

(#1) we have begun the process of identifying a Chief Financial Officer with experience with the City's financial systems and I am moving on identifying and appointing a qualified Deputy City Librarian;
(#2) the shelving backlog has been resolved, 40 new Library Pages were hired, trained and put to work;
(#3) we are planning one public meeting on the issue of collection development and management to be held December 9th, 6-8pm;
(#4) the Post Occupancy Evaluation is in process, the RFP/RFQ is in development;
(#7) additional funds were allocated for cataloging reference and other materials, this process has begun;
(#18) I have begun a series of meetings with Affinity Group representatives to narrow the gap between the expectations of the Affinity Groups and the library's ability to meet those expectations;
(#19b) a General Staff Meeting was held on Oct. 31, the current budget was reviewed and explained; staff were given the opportunity to ask questions;
(#20) management staff have been instructed to make sure that performance appraisals of staff are done on a timely basis, we are also beginning a process of establishing position descriptions for each individual so that duties and responsibilities are clear.

SFPL Audit Recommendations

Regina Minudri 6/24/97 August 1, 1997 - January 31, 1998

Priority level #1

1. Select a permanent senior management team as soon as possible. The team should include the city librarian, a chief operating officer, and a chief financial officer. **Fall/Winter 97**

Concept of CFO as internal SF hire is a good one. Person needs to know and understand SF's financial systems. Very important that the new City Librarian is the Team Leader.

2. Place the highest possible priority on solving the shelving problem in the New Main by the end of the fiscal year. **Fall 97**

New Pages to be hired at beginning of fiscal year. Training critical, as is supervision. Are levels of supervision adequate? Is there an existing list for new hires? Have they been selected?

3. Design and implement a community-wide process for determining or reaffirming the Library's core mission and goals; its ten year plan; priorities for branch facility and service improvements; and strategic and tactical priorities for resource allocation.

and

5. Produce a strategic plan for collection management and development that has input from patrons and staff at all levels. The plan should address goals for both general and special collections and should spell out clearly the Library's policies for acquisition and weeding the collection. **Fall/Winter 97**

Combine these recommendations, starting with the community-wide process on the Library's core mission and goals. Work on achieving consensus regarding SFPL's roles. Review and assess the current library plan, together with branch and service improvements. Hold strategic and tactical priorities for resource allocation to a later phase of this process, which should not be rushed.

Involvement of principal players, such as Neighborhood Advisory Council, Foundation, Friends, management and staff, policy makers, patrons and donors is critical. A consultant in planning, facilitation, and implementation of the public processes may be needed.

10. Develop monthly and quarterly financial and operating reports that are easily understood and that track key issues. **Fall 97**

Should be first responsibility of Chief Financial Officer

11. Develop a cost allocation system that allows for regular reporting on the fully allocated cost of various functions and services within the Library. **Fall 97**

Should be included in first responsibility of Chief Financial Officer.

19. (b) Develop processes for involving both Main and branch staff in all aspects of operational and budget planning, and develop mechanisms so that "best practices" (wherever they occur in the system) can be shared and applied through the system. **Fall 97**

One of the most important recommendations, this should also be high on the priority list of the new Chief Financial Officer.

20. Develop a meaningful performance appraisal system that acknowledges the results of both individual and team performance. **Summer 98**

Responsibility of the new Chief Operating Officer.

Priority level #2

4. Conduct a post-occupancy assessment of the New Main within the next 6 to 12 months; provide adequate annual funding to maintain new facilities in a state of good repair. **Spring 98**

Responsibility of Chief Financial Officer and Main Library supervisors.

7. Accelerate the rate of cataloging for reference materials, special collections, and "clean-up" of CLSI to DRA conversion problems. This will increase the utility of the on-line catalog and help to reestablish its credibility as a reasonable tracking mechanism for the collection as a whole. **Spring 98**

Cataloging is an on-going process. The possibility of contracting with an outside agency to do the most difficult and time-consuming retrospective work should be considered.

"Every effort should be made to evaluate how quickly upgrades can be acquired to "modernize" the look and feel of the system from the patron's perspective and enhance its user friendliness." Investigate systems which are more user-friendly, push for a "point and click" OPAC envionment.

8. Develop an intensive training program appropriate to staff at each level in the use of the on-line catalog, use of personal computer and multi-media technology, and use of adaptive technology for patrons with disabilities. **Spring 98**

Utilize commercial resources for training and/or investigate what is available through the city's resources. Check with State Library to see if Info People training can be tailored to SFPL's specific needs. This type of training should be on-going and regular. Falls within scope of the Chief Operating Officer.

9. Develop specialized training for reference librarians in the Main and the resource branches in the use of computerized databases. **Spring 98**

Same as Recommendation #8, above. This type of training should be on-going and regular. Falls within scope of the Chief Operating Officer.

12. As a matter of policy, determine what services and functions should be paid for on an ongoing basis from the Library Preservation Fund versus the general fund baseline. **Spring 98**

Important that new Senior Management Team work on these issues and negotiate agreements with various parts of city administration.

16. Create a process at the city-wide level that engages senior administration and union staff as well as representatives of the philanthropic community to evaluate the lessons learned in the Library fund raising process and to develop policies and procedures for future collaboration on city-wide initiatives. **Summer 98**

This is a very important part of the recommendations and should be worked with care. It "is clear that the resolution of these issues for this community will require the senior-most attention of the administration, unions and philanthropic community. Establishing a process where at least these three groups can define expectations, boundaries, and terms for public-private initiatives seems critical if successful joint efforts are to be pursued in the future."

Work can begin on this within 6 months, but it should really wait until the new Senior Management Team is in place. May need a consultant to facilitate the process.

18. Establish clear lines of accountability and advisory mechanisms for the existing centers that engage affinity groups' representatives, Library management and center staff, and patrons of the centers in the planning, budgeting, programming and priority setting for the centers. This could be done through an advisory body for all the centers or one for each center. **Summer/Fall 98**

"Consideration should be given as soon as possible to developing formal advisory groups for the centers collectively or individually to provide a vehicle for planning, priority setting and operations, that assures constructive involvement of staff, contributors, and patrons in these centers." Another issue where discussions could begin right away, but long term decisions need to wait for the new Senior Management Team. May need a consultant to facilitate the process.

Priority level #3

6. Address the critical need for a long-term solution to archiving and storing both the permanent collections and materials in some phase of transition. **Fall 98**

A consultant should be used to make recommendations on this issue, with input from staff involved. "The Library may want to consider the co-location of a storage facility with a major branch renovation in order to provide adequate space for an adopt-a-book program. This may not meet all of the needs for accessing archives for research and reference but should at least be considered in planning for ESP3 and any future library improvement bonds." Excellent idea.

13. Provide basic financial literacy training for staff at all levels so that they are knowledgeable about what drives the Library's revenue and expenses and what they can do to positively affect overall financial performance. **Spring/Summer 98**

An important training effort, which should begin informally, when the new fiscal year's budget is adopted. Staff need to be given financial information on a regular basis, along with the tools to help them understand the information. Formal training can wait a bit.

15. Develop a life cycle cost analysis for the hardware and software currently in use and develop a long-term strategic plan for upgrading and maintaining these systems. **Fall/Winter 98**

Use a qualified technical consultant with significant expertise in automated systems and library technology.

21. Develop regular mechanisms for evaluating both patron (customer) and employee satisfaction. Broadly disseminate the results and make them the foundation for planning and budget development. **Summer 98**

Responsibility of new Chief Operating Officer and supervisors at all levels. Will probably need assistance from City's Human Resources Department. Senior library supervisors as well as input from many staff levels required. Also needs to relate to any roles, goals, etc. developed for long range plan. See recommendation #3 above. Consider contracting with a professional survey firm to conduct such a poll.

Priority level #4

14. Develop a clear strategic policy on when and under what circumstances (if any) the Library believes charges for service are acceptable and pursue them aggressively.

Very "hot button" item. Leave alone until other processes are well under way and going relatively smoothly.

17. For the Library specifically, determine the best vehicle for engaging the private sector in planning for and funding major improvements in the branches in coming years. Evaluate whether a merger of the Friends of the Library and Foundation might provide a better vehicle for a branch focused campaign.

Hold this issue until the new Senior Management Team is in place and familiar with the library's problems and challenges. Also relates to outcomes of recommendations #16 & 18 above.

19. (a) In order to foster closer communication and collaboration between the Main and branches, consider regular rotation of professional staff among and between the system's facilities.

While a good idea, this can lead to many small aggravations which could hamper other, critically important tasks.

San Francisco Public Library Policy Handbook

1. Library Commission
2. Library Services
3. Community Relations
4. Administration
5. Personnel
6. Facilities
7. Business Operations
8. Special Services
9. San Francisco Charter
10. State & Federal Law
11. Index

Library Bill of Rights Policy #001
Section: Library Services
Adopted: December '97
Revised City Attorney Review-1997

It is the policy of the San Francisco Library Commission that the American Library Association's "Library Bill of Rights" shall be the basis of principle by which San Francisco Public Library policies are determined.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, Amended February 2, 1961 and January 23, 1980, inclusion of age reaffirmed January 23, 1996 by the ALA Council.

Accessible Meeting Policy — Policy #701

Section: Facilities

Adopted: April '95

City Attorney Review-1995

It is the policy of the San Francisco Public Library Commission that the following Accessible Meeting Policy and Open Meetings Notice be included in all distributed, posted, or mailed meeting notices.

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 11/17/97

Official Minutes Policy Policy #800

Section: Commission Operations
Adopted: Sept. '97
City Attorney review -1997

It is the policy of the Library Commission in accordance with the Ralph M. Brown Act (Government Code Section 6250 et seq.), The Charter of the City and County of San Francisco (Section 4.100), the San Francisco Sunshine Ordinance (San Francisco Administrative Code Sections 67 et seq.), and the Bylaws of the Library Commission (Article VII) that minutes of its meetings shall state:

1. **The time the meeting was called to order;**

2. **The names of the members attending the meeting;**

3. **The roll call vote on each matter considered at the meeting;**

4. **The time the Commission began and ended any closed session;**

5. **A list of those members of the public who spoke on each matter, (if the speaker chose to identify themselves) and whether such speakers supported or opposed the issue;**

6. **The time the meeting was adjourned.**

With the approval of the Commission, brief descriptions of information, suggestions for new business items for the Commission, or questions raised by a member of the public during the public comment portion of any agenda item or during the Public Comment agenda item itself may be included in the minutes.

Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body.

Holiday Closure Policy Policy #200
Section: Community Services
Adopted: Sept. '95
Revised Nov. '97 City Attorney Review-1997

It is the policy of the San Francisco Library Commission that libraries will be closed on all days declared to be holidays by the City as set forth in the Salary Standardization Ordinance.

Additional closings will be as follows:

The entire library system on Easter Sunday;

The entire library system at 5pm on the eve of the Thanksgiving, Christmas and New Year's holidays; when Christmas Eve falls on Sunday, the entire library system will be closed;

The Chinatown Branch on Chinese New Year's Eve;

The Main Library when it is anticipated that congestion in the Civic center area will make opening the Main Library ineffective.

CITY AND COUNTY OF SAN FRANCISCO
PURCHASING DEPARTMENT
633 FOLSOM STREET, ROOM 514
SAN FRANCISCO, CALIFORNIA 94107-3607

AGREEMENT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND THE FRIENDS OF THE SAN FRANCISCO PUBLIC LIBRARY

This Agreement is made this_____ day of _______________, 1997 in the City and County of San Francisco, State of California, by and between: the Friends of the San Francisco Public Library hereinafter referred to as "Contractor," and the City and County of San Francisco, a municipal corporation, hereinafter referred to as "City," acting by and through its Director of Purchasing or the Director's designated agent, hereinafter referred to as "Purchasing."

Recitals

WHEREAS, the San Francisco Public Library ("Department") wishes to allow the Contractor to solicit and collect contributions on behalf of the Department and programs funded by the Department and to disburse amounts on behalf of the Department to fund programs and activities; and,

WHEREAS, Contractor represents and warrants that it is qualified to perform the services required by City as set forth under this Contract; and,

WHEREAS, approval for said Agreement was obtained from Civil Service Commission by Resolution No. [insert **Civil Service Commission Resolution number]** dated **[insert date of Civil Service Commission resolution]**;

Now, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. Intentionally Omitted

2. Term of the Agreement

The term of this Agreement shall commence on ___________________, 19__, and shall continue until either party provides the other with at least thirty (30) days' prior written notice of termination. The term shall terminate upon expiration of such notice period.

3. Effective Date of Agreement

This Agreement shall become effective on the beginning of the term, as defined in Section 2.

4. Services Contractor Agrees to Perform

The Contractor agrees to perform the services provided for in Appendix A, "Services to be Provided by Contractor," attached hereto and incorporated by reference as though fully set forth herein.

5. Compensation

No compensation shall be paid to Contractor under this Agreement.

6. Intentionally Omitted

7. Intentionally Omitted

8. Submitting False Claims; Monetary Penalties

Pursuant to San Francisco Administrative Code section 6.57, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for three times the amount of damages which the City sustains because of the false claim. A contractor, subcontractor or consultant who submits a false claim shall also be liable to the City for the costs, including attorney's fees, of a civil action brought to recover any of those penalties or damages, and may be liable to the City for a civil penalty of up to $10,000 for each false claim. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim. and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

9. Intentionally Omitted

10. Taxes

a. Payment of any taxes, including possessory interest taxes and California Sales and Use Taxes, levied upon this Agreement, the transaction, or the services delivered pursuant hereto, shall be the obligation of Contractor.

b. If this Agreement entitles Contractor to the possession, occupancy or use of City real property for private gain, then the following provisions apply:

(1) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Contractor, and any permitted successor or assign, may be subject to the payment of such taxes.

(2) Contractor, on behalf of itself and any permitted successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Contractor shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty days after such assignment, transfer, renewal or extension.

(3) Contractor further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements under applicable law with respect to possessory interests.

11. Intentionally Omitted

12. Qualified Personnel

Work under this Agreement shall be performed only by competent personnel under the supervision of and in the employment of Contractor. Contractor will comply with City's reasonable requests regarding assignment of personnel, but all personnel, including those assigned at City's request, must be supervised by Contractor.

13. Responsibility for Equipment

City shall not be responsible for any damage to persons or property as a result of the use, misuse or failure of any equipment used by Contractor, or by any of its employees, even though such equipment be furnished, rented or loaned to Contractor by City.

14. Independent Contractor; Payment of Taxes and Other Expenses

a. Contractor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services and work requested by City under this Agreement. Contractor is liable for the acts and omissions of itself, its employees and its agents. Nothing in this Agreement shall be construed as creating an employment or agency relationship between City and Contractor.

Any terms in this Agreement referring to direction from City shall be construed as providing for direction as to policy and the result of Contractor's work only, and not as to the means by which such a result is obtained.

b. Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Contractor is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Contractor which can be applied against this liability). City shall then forward those amounts to the relevant taxing authority.

Should a relevant taxing authority determine a liability for past services performed by Contractor for City, upon notification of such fact by City, Contractor shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Contractor under this Agreement (again, offsetting any amounts already paid by Contractor which can be applied as a credit against such liability).

A determination of employment status pursuant to the preceding two paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Contractor shall not be considered an employee of City. Notwithstanding the foregoing, should any court, arbitrator, or administrative authority determine that Contractor is an employee for any other purpose, then Contractor agrees to a reduction in City's financial liability so that City's total expenses under this Agreement are not greater than they would have been had the court, arbitrator, or administrative authority determined that Contractor was not an employee.

15. Insurance

a. Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

(1) Workers' Compensation, with Employers' Liability Limits not less than $1,000,000 each accident; and

(2) Commercial General Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and

(3) Contractor does not own or utilize any automobiles in connection with its operations. Consequently, Contractor is not required to provide Business Automobile Liability Insurance under this Agreement. Contractor agrees that, in the event it rents any vehicles in connection with its operations, it shall obtain maximum insurance coverage available from the rental agency for such vehicles.

b. Commercial General Liability Insurance policies must provide the following:

(1) Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.

(2) That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

c. All policies shall provide:

Thirty (30) days' advance written notice to City of cancellation mailed to the following address:

San Francisco Public Library
Civic Center
San Francisco, California 94102-4685

d. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

e. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

f. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

g. Before commencing any operations under this Agreement, Contractor must furnish to City certificates of insurance, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City request.

h. Approval of the insurance by City shall not relieve or decrease the liability of Contractor hereunder.

16. Indemnification

The Contractor shall indemnify and save harmless the City and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, damage, injury, liability, and claims related to this Agreement or Contractor's performance of its obligations under this Agreement, except where (i) such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of the City or its officers, agents or employees, and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on the Contractor or its subcontractors or either's agent or employees, or (ii) Contractor is acting pursuant to specific written instructions of the City.

The City acknowledges that the Contractor's sole obligation under this Agreement is the collection and administration of funds on behalf of the Department, each in accordance with this Agreement. Other than the services described in this Agreement, Contractor has no obligation with respect to any individuals or programs of the City which receive funds from Contractor under this Agreement, including but not limited to any obligation to (i) hire or supervise any individuals for whom any compensation is paid with funds administered under this Agreement, or (ii) monitor any programs funded by Contractor under this Agreement. Subject to approval of the City's Board of Supervisors and Mayor, the City shall indemnify and save harmless the Contractor and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, damage, injury, liability, and claims related to the employment of any individual who receives any compensation from the Contractor under this Agreement, including but not limited to City employees who are employed in connection with the City's Project READ program, or the operation of programs which receive any funds from the Contractor under this Agreement, except where such loss, damage, injury, liability or claim is the result of Contractor's breach of this Agreement or the negligence or misconduct of the Contractor or its officers, agents or employees, and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on the City or its agent or employees.

17. Incidental and Consequential Damages

Contractor shall be responsible for incidental and consequential damages resulting in whole or in part from Contractor's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights which City may have under applicable law.

18. Liability of City

EXCEPT AS PROVIDED IN SECTION 16, NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

19. Intentionally Omitted

20. Bankruptcy

In the event that either party shall cease conducting business in the normal course, become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or assets or shall avail itself of, or become subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of rights of creditors, then at the option of the other party this Agreement shall terminate and be of no further force and effect, and any property or rights of such other party, tangible or intangible, shall forthwith be returned to it.

21. Termination/Termination for Convenience

In the event Contractor fails to perform any of its obligations under this Agreement, this Agreement may be terminated and all of Contractor's rights hereunder ended. Termination will be effective after ten days' written notice to Contractor. No new work will be undertaken after the date of receipt of any notice of termination, or five days after the date of the notice, whichever is earlier. In the event of such termination, Contractor will be paid for those services performed under this Agreement to the satisfaction of the City, up to the date of termination. However, City may offset from any such amounts due Contractor any costs City has or will incur due to Contractor's non-performance. Any such offset by City will not consitute a waiver of any other remedies City may have against Contractor for financial injury or otherwise.

City may terminate this Agreement for City's convenience and without cause at any time by giving Contractor thirty days' written notice of such termination. In the event of such termination, Contractor will be paid for those services performed, pursuant to this Agreement, to the satisfaction of the City up to the date of termination. In no event will City be liable for costs incurred by Contractor after receipt of a notice of termination. Such non-recoverable costs include, but are not limited to, anticipated profits on this Agreement, post-termination employee salaries, post-termination administrative expenses, or any other cost which is not reasonable or authorized under this section. This section shall not prevent Contractor from recovering costs necessarily incurred in discontinuing further work under the contract after receipt of the termination notice.

22. Contractor's Default

Failure or refusal of Contractor to perform any work or service or do any act required under this Agreement shall constitute a default. In the event of any default, in addition to any other remedy available to Purchasing, this Agreement may be terminated by Purchasing pursuant to the terms of Section 21 herein. Such termination shall not waive any other legal remedies available to Purchasing.

23. Conflict of Interest

Through its execution of this Agreement, Contractor acknowledges that it is familiar with the provisions of Section 15.103 and Appendix C 8.105 of City's Charter and Section 87100 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions.

24. Proprietary or Confidential Information of City

Contractor understands and agrees that, in the performance of the work or services under this Agreement or in contemplation thereof, Contractor may have access to private or confidential information which may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City. Contractor agrees that all information disclosed by City to Contractor shall be held in confidence and used only in performance of the Agreement. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary data.

25. Notices to the Parties

All notices to be given by the parties hereto shall be in writing and served be effective on the date of delivery when personally delivered, or three days after the date of sending when deposited in the United States Post Office, postage prepaid and registered as follows:

To City:
City Librarian
San Francisco Public Library
Civic Center
San Francisco, California 94102-4685

To Contractor:
Executive Director
Friends of the San Francisco Public Library
San Francisco Public Library
Civic Center
San Francisco, California 94102-4685

26. Ownership of Results

Any interest of Contractor or its Subcontractors, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents prepared by Contractor or its Subcontractors in connection with services to be performed under this Agreement, shall become the property of and will be transmitted to City. However, Contractor may retain and use copies for reference and as documentation of its experience and capabilities.

27. Works for Hire

If, in connection with services performed under this Agreement, Contractor or its subcontractors create artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, such works of authorship shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such works are the property of the City. If it is ever determined that any works created by Contractor or its subcontractors under this Agreement are not works for hire under U.S. law, Contractor hereby assigns all copyrights to such works to the City, and agrees to provide any material and execute any documents necessary to effectuate such assignment. With the approval of the City, Contractor may retain and use copies of such works for reference and as documentation of its experience and capabilities.

28. Audit and Inspection of Records

Contractor agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its work under this Agreement. Contractor will permit City to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered by this Agreement, whether funded in whole or in part under this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years after final payment under this Agreement or until after final audit has been resolved, whichever is later. The State of California or any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon City by this Section.

29. Subcontracting

Contractor is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is first approved by City in a written instrument executed and approved in the same manner as this Agreement. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. An agreement made in violation of this provision shall confer no rights on any party and shall be null and void.

30. Assignment

The services to be performed by Contractor are personal in character and neither this Agreement nor any duties or obligations hereunder may be assigned or delegated by the Contractor unless first approved by City by written instrument executed and approved in the same manner as this Agreement.

31. Intentionally Omitted

32. Nondiscrimination; Penalties

(a) Contractor Shall Not Discriminate. In the performance of this Agreement, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor.

(b) Subcontracts. Contractor shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code (copies of which are available from Purchasing) and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

33. Intentionally Omitted

34. Tropical Hardwood Ban

Pursuant to San Francisco Administrative Code section 12I.5(b), the City and County of San Francisco urges contractors not to import, purchase, obtain, or use for any purpose, any tropical hardwood or tropical hardwood product.

35. Drug-Free Workplace Policy

Contractor acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Contractor agrees that any violation of this prohibition by Contractor, its employees, agents or assigns will be deemed a material breach of this Agreement.

36. Resource Conservation; Liquidated Damages

Chapter 21A of the San Francisco Administrative Code ("Resource Conservation") is incorporated herein by reference. Failure by Contractor to comply with any of the applicable requirements of Chapter 21A will be deemed a material breach of contract.

In the event Contractor fails to comply in good faith with any of the provisions of Chapter 21A, Contractor will be liable for liquidated damages in an amount equal to Contractor's net profit under this Agreement, or five percent (5%) of the total contract amount , whichever is greater. Contractor acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Contractor from any contract with City.

37. Compliance with Americans with Disabilities Act

Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. Contractor shall provide the services specified in this Agreement in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns will constitute a material breach of this Agreement.

38. Sunshine Ordinance

In accordance with San Francisco Administrative Code section 67.24(e), contracts, contractors' bids, responses to requests for proposals and all other records of communications between City and persons or firms seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

39. Intentionally Omitted

40. Non-Waiver of Rights

The omission by either party at any time to enforce any default or right reserved to it, or to require performance of any of the terms, covenants, or provisions hereof by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.

41. Modification of Agreement

This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

42. Administrative Remedy for Agreement Interpretation

Should any question arise as to the meaning and intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Purchasing who shall decide the true meaning and intent of the Agreement.

43. Agreement Made in California; Venue

The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

44. Construction

All paragraph captions are for reference only and shall not be considered in construing this Agreement.

45. Entire Agreement

This contract sets forth the entire Agreement between the parties with respect to the subject matter of this Agreement, and supersedes all other oral or written provisions. This contract may be modified only as provided in Section 41.

46. Compliance With Laws

Contractor shall keep itself fully informed of the City's Charter, codes, ordinances and regulations of the City and of all state, and federal laws in any manner affecting the performance of this Agreement, and must at all times comply with such local codes, ordinances, and regulations and all applicable laws as they may be amended from time to time.

47. Severability

Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first mentioned above.

CONTRACTOR

Friends of the San Francisco Public Library

By: ____________________
Margie O'Driscoll
Executive Director

Friends of the San Francisco Public Library
San Francisco Public Library
Civic Center
San Francisco, California 94102-4685
415-557-4257

____
Federal Employer ID Number

CITY

Recommended by:

____
Acting City Librarian
San Francisco Public Library

Approved as to Form:

Louise H. Renne
City Attorney

By ____________________
Deputy City Attorney

Approved:

____
Edwin M. Lee
Director of Purchasing

Appendix A

Services to be Provided by Contractor

1. Solicitation and Collection of Funds. The Contractor shall collect grants, contributions or other funds (i) remitted directly to the Library and made payable to the Contractor which the Library, in turn, remits to the Contractor under this Agreement, and (ii) solicited directly by the Contractor for the benefit of the Library. The Library shall use its best efforts to inform the Contractor of the anticipated receipt of monies to be subject to this Agreement, other than unsolicited contributions.

2. Establishment of Accounts. The Contractor shall deposit all such funds into one or more interest-bearing accounts in the Contractor's name. The Contractor shall hold those funds, less accrued interest on those funds, in trust for the sole benefit of the City.

3. Programs/Activities/Personnel Costs to be Funded. The parties acknowledge that the costs to be funded by the Contractor under this Agreement will change periodically over the term of this Agreement depending on factors such as the availability of funds, grant restrictions, and other factors. To assist in Contractor's administration of funds under this Agreement, each time the Library desires to expand the scope of programs, activities and/or personnel to be funded under this Agreement, the Library shall deliver to the Contractor an "Application for Fiscal Sponsorship" ("Application") in the form attached to this Appendix A. The Contractor shall execute each Application, and each Application shall become a part of this Agreement.

4. Requests for Payment. The City Librarian shall make a written request to the Contractor for payments to be made out of funds held by Contractor under this Agreement. The City Librarian shall make such request at least ten (10) days in advance of the desired payment date. The request shall be in the form of the "Check Requisition Form" attached to this Appendix A.

5. Payment. The Contractor shall confirm the availability and eligibility of funds to pay the amount requested under Section 2. The Contractor shall inform the Department immediately if there are insufficient funds to pay the required amount. Otherwise, within ten days of the City Librarian's request, the Contractor shall make payments from such account(s) in amounts and at times as indicated in the written request.

6. Transfer of Accounts. In the event of any termination of this Agreement, Contractor shall cooperate with the City to transfer any account(s) to the City or another entity designated by the City. Contractor shall have no right to the proceeds of any accounts.

7. Reports. In addition to the record keeping requirements in the Agreement, by January 30 of each year during the Term, Contractor shall submit written reports to the Department which include (i) the balance in each account at the beginning and end of the preceding calendar year and (ii) the withdrawals made from each account during that period. The timely submission of all reports is a necessary and material term and condition of this Agreement.

8. Department Liaison. In performing the services provided for in this Appendix, Contractor's liaison with the Library will be Roberto Esteves.

9. Designee. The City Librarian may designate another individual to act on his/her behalf in executing any Application or Check Requisition Form under this Agreement. Such designation shall be made in writing to the Contractor.

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
DEC 0 4 1997
SAN FRANCISCO
PUBLIC LIBRARY

LIBRARY ACTIVITIES AND EVENTS

A Report to the Library Commission December 2, 1997

1. Usage Statistics

Circulation (as of October 31, 1997)	Branches	1,332,415
	Main	555,900
	(Inter-Library)	3,252
	TOTAL	1,893,404

Circulation is nearly identical to last year. Reflects closure of Mission Branch 9/15 - 10/27.

Main Library average daily gate count:

October	5,647
November	5,296

2. Exhibitions

Conclusion of Brave Little Girls November 30

Opening Tibetan Sacred Art and Books December 16 - Jewett Gallery

Reception Sunday, December 14 2-4 p.m. Latino Hispanic

Exhibit features selected books and sacred art published over the past 25 years by Dharma Publishing of Berkeley. Preserves the works of 1,500 Buddhist masters, produced over a thousand years. More than 750 volumes have been published so far.

3. Programs

- Lives of a Book

Library professional staff, led by the City Librarian, will discuss how books and other materials in the library collections are selected, ordered, processed, transported, shelved, circulated, maintained, etc. Will include a video of library staff at work in the branches and Main. Tuesday, December 9, 6:00 p.m., Koret.

- Musings on the Vernacular

Alastair Johnston will present the annual Book Arts and Special Collections holiday lecture on folk lettering worldwide. Johnston, a partner of Berkeley's Poltroon Press, has photographed professional signage and graffiti from around the world with an eye towards typographical innovations. Thursday, December 11, 7:00 p.m., Koret. Sponsored by Friends of the Library.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

- Kwanzaa celebrations
  - many children's programs
  - Family Celebration - Bayview/Waden, featuring storytelling and and explanation of the 8 principles of Kwanzaa. Wednesday, December 17, 7:00 p.m.
  - Lesbians and Gays of African Descent for Democratic Action in association with the African American Center and the Gay and Lesbian Center presents 6th annual Kwanzaa holiday celebration. Performances by musicians, poets and dancers. Tuesday, December 30, 6:30 p.m., Koret Auditorium.

- Youth Speaks Fall 1997 - creative writing workshop for teen poets, working closely with wrting mentors. December 3, 10, 17, Main Library, First Floor Stong Conference Room, 4-6.

4. Happy Holidays!!

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